

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest
Board of Commissioners

To be held Tuesday, September 14, 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 August 10, 2021 meeting will be presented for approval.

C. Reports of Officers

1. Chief of Skyland Fire and Rescue
2. Chief of Police Chris Beddingfield
3. Public Works Director Harry Buckner
4. Town Manager Jonathan Kanipe

D. New Business

1. Mini-Brooks Act Project Exemptions
2. Consideration of Resolution 2021-10 - A Resolution Exempting Tributary to Fourmile Branch Stabilization Project
3. Consideration of Resolution 2021-11 – A Resolution Exempting Town Traffic Study Project
4. Consideration of Resolution 2021-12 – A Resolution of Appreciation for Marjorie Waddell
5. American Recovery Plan Funding Update
6. Tropical Depression Fred Impacts and Disaster Funding

E. Petitions, Motions, and Other Business

F. Public Comment

G. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF
BILTMORE FOREST HELD AUGUST 10, 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.

Mayor Goosmann called the meeting to order at 4:30 pm. Commissioner Cogburn made a motion to approve the minutes from July 13, 2021. The motion was seconded by Commissioner Kelly and unanimously approved.

Chief Lance from Skyland Fire Department was not present for the meeting.

Chief Chris Beddingfield gave the report for the Police Department. There were 700 calls last month which is about average. A major golf tournament occurred at the Biltmore Forest Country Club. There were numerous traffic issues in regards this event. Chief Beddingfield said good teamwork was provided and the myriad of issues were resolved.

Chief Beddingfield said the Fourth of July event went very well. The National Night Out event was cancelled due to weather conditions. The event will be rescheduled to Tuesday, October 5th from 4pm-7pm. A study on the hybrid police vehicles was conducted and the study shows they are almost half the cost to operate when compared to a non-hybrid police vehicle. Mayor Goosmann thanked Chief Beddingfield and staff for all their hard work.

Mr. Harry Buckner gave the report for the Public Works department. Mr. Buckner said an employee who was previously injured returned back to work on full duty. Mr. Buckner said there was a turbo replacement on the garbage truck which was covered under warranty. Public Works is still having work done on the back up trucks just to make sure it is ready to go when needed. In August, there are two bridges in Town that will be inspected by the Department of Transportation. Several road shoulder projects are nearly complete. Mayor Goosmann thanked Mr. Buckner for the hard work public works provides to the Town.

Mr. Kanipe mentioned the right-of-way clean-up work on the west side of Vanderbilt that is being conducted by the Biltmore Company. This is a cleanup along their property as part of an overall fence maintenance project being conducted.

Mr. Kanipe updated the Town with a COVID-19 report. There have unfortunately been increases within Buncombe County and the United States as the Delta variant of the coronavirus spreads. Staff is following all Center for Disease Control guidance regarding vaccinated and unvaccinated people and asking all members of the public visiting Town buildings to do the same. All three buildings are professionally cleaned and disinfected on a weekly basis.

Mr. Kanipe discussed the Greenwood Park Stream Restoration project. Two months ago, the Town anticipated providing a bid recommendation to the Board at the July meeting which did not happen. Mr. Kanipe was able to get feedback from the Division of Water Infrastructure staff this week. They 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. Mr. Kanipe is hoping to construct within the fall and can plant within an appropriate period. Mr. Kanipe will update the Board next month on the progress.

Mr. Kanipe said staff from the North Carolina League of Municipalities 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 the 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. Mr. Kanipe will provide a report from the site visit once it is received to review options to improve.

Mr. Kanipe said 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.

Mr. Kanipe said the audit fieldwork began this week and will take place at the Town Hall for the next week. This year's financial statement will be presented at the October meeting.

Mr. Avery Dolinger, Jr., Senior Public Engagement for Duke Energy, presented the Duke Energy targeted underground project to the Board. The overall presentation was a review of phase one and phase two. Duke Energy began phase one of their targeted underground earlier this year in 2021. The first phase is complete and phase two is ongoing. Boring, cable pulling, and setting boxes were completed and transformers and terminations have been completed. Cutovers and overhead removal have also been completed. The restoration was the final part of phase one and this has been completed as well.

Regarding phase two, Mr. Dolinger said postcards were sent to Town residents on July 2nd regarding the easement acquisition. Right of way and construction team members will also leave door hangers with contact information to let you know the next steps. AT&T and Charter were also contacted but still not doing any work with Duke Energy as of yet. Mr. Dolinger referenced his email and phone number if Town residents need to contact him

Consideration of the Project Fund Ordinance was discussed. Mr. Kanipe proposed the Board to consider a project fund ordinance, as these types of budget ordinances cross over fiscal years and are not bound by typical year restraints. Congress approved the American Recovery Plan Act in March of 2021. This Act included specified funding for state and local units of government to assist with recovering from the Coronavirus pandemic. These funds are allocated for supporting public health expenditures, behavioral healthcare, medical expenses, replace lost public sector revenue, provide premium pay to essential workers and offering additional support to those that have the greatest health risks. The Town will receive \$451,275.58 from the U.S. Treasury. This will be paid out in two separate payments. Commissioner Cogburn made a motion to accept the Project Fund Ordinance and Commissioner Kelly seconded the motion. The motion was unanimously approved.



**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.

Consideration of Tax Collection for FY21-22. 2021 property taxes will be mailed out in the beginning of September. Commissioner Cogburn made a motion to approve the Tax Collection for FY 21-22. Commissioner Kelly seconded the motion. The motion was unanimously approved.



State of North Carolina
Town of Biltmore Forest

ORDER OF COLLECTION

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:

A handwritten signature in blue ink, which appears to read "George F. Goosmann, III". The signature is written in a cursive style and is positioned above a horizontal line.

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

Attest:

A handwritten signature in blue ink, which appears to read "Laura Jacobs". The signature is written in a cursive style and is positioned above a horizontal line.

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)).

Mr. Kanipe discussed the traffic survey and study update. Mr. Buckner and Mr. Kanipe met with J.M. Teague and focused on obtaining information from the residents regarding their experiences with traffic throughout Town. Town staff will relocate speed and radar signs to assist with data collection. Commissioner Loomis said information should be sent to residents regarding this. Mr. Kanipe said a survey regarding traffic concerns, issues, and general thoughts. A hard copy will be mailed to residents and will also be available on the Town's website. In conjunction with the survey, Town staff will relocate speed/radar signs to various streets within Town to gather speed data and traffic counts. This will provide valuable information allowing the Board to consider specific traffic mitigation measures, if necessary.

The uniform trash can and trash can grabber project update was discussed. Trash cans were approved for all residents in town. These will be able to be picked up mechanically. This will also prevent recurring injuries to Town employees. The North Carolina League of Municipalities will provide up to \$5,000 to assist with the cost. The lead time is 10-12 weeks. The potential vendor recommended the Town select one uniform can size, specifically the 95-gallon container. This container is the same size as the recycling container provided to residents'. Previously, Town staff considered offering three different sizes to residents. 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. Commissioner Loomis asked why someone would prefer to pick a smaller container. Mr. Kanipe said it takes up less storage space and some households do not throw away enough trash for the 95-gallon container.

Public Comment

Drew Stephens made public comment about closing Ridgefield Place

Mayor Goosmann adjourned the meeting at 5:56p.m. The next meeting is scheduled for Tuesday, September 14, 2021 at 4:30 pm.

ATTEST:

Ms. Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 08/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
3010 Ad Valorem Tax						
Revenue						
3010 Ad Valorem Tax						
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	9,778.75	9,778.75	0.00	94,553.25	9
10-3010-0200 TAX INTEREST & PENALTIES	10,000.00	6,183.54	6,183.54	0.00	3,816.46	62
3010 Ad Valorem Tax Subtotal	\$2,949,428.00	\$15,962.29	\$15,962.29	\$0.00	\$2,933,465.71	1
Revenue Subtotal	\$2,949,428.00	\$15,962.29	\$15,962.29	\$0.00	\$2,933,465.71	1
After Transfers	Excess Of Revenue Subtotal	\$2,949,428.00	\$15,962.29	\$15,962.29	\$0.00	1
3020 Unrestricted Intergovernm						
Revenue						
3020 Unrestricted Intergovernm						
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
3020 Unrestricted Intergovernm Subtotal	\$1,275,298.00	\$0.00	\$0.00	\$0.00	\$1,275,298.00	0
Revenue Subtotal	\$1,275,298.00	\$0.00	\$0.00	\$0.00	\$1,275,298.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$1,275,298.00	\$0.00	\$0.00	\$0.00	0
3030 Restricted Intergovernmen						
Revenue						
3030 Restricted Intergovernmen						
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
3030 Restricted Intergovernmen Subtotal	\$56,455.00	\$0.00	\$0.00	\$0.00	\$56,455.00	0
Revenue Subtotal	\$56,455.00	\$0.00	\$0.00	\$0.00	\$56,455.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$56,455.00	\$0.00	\$0.00	\$0.00	0
3040 Permits & Fees						
Revenue						
3040 Permits & Fees						
10-3040-0000 BUILDING PERMITS	30,000.00	20,700.00	20,700.00	0.00	9,300.00	69
10-3040-0100 DOG LICENSE FEE	1,300.00	15.00	15.00	0.00	1,285.00	1
3040 Permits & Fees Subtotal	\$31,300.00	\$20,715.00	\$20,715.00	\$0.00	\$10,585.00	66
Revenue Subtotal	\$31,300.00	\$20,715.00	\$20,715.00	\$0.00	\$10,585.00	66
After Transfers	Excess Of Revenue Subtotal	\$31,300.00	\$20,715.00	\$20,715.00	\$0.00	66
3050 Investment Earnings						
Revenue						
3050 Investment Earnings						
10-3050-0000 INTEREST EARNED	1,000.00	33.68	33.68	0.00	966.32	3
3050 Investment Earnings Subtotal	\$1,000.00	\$33.68	\$33.68	\$0.00	\$966.32	3

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07/01/2021 To 08/31/2021

FY 2021-2022

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Revenue Subtotal	\$1,000.00	\$33.68	\$33.68	\$0.00	\$966.32	3
After Transfers	Excess Of Revenue Subtotal	\$1,000.00	\$33.68	\$33.68	\$0.00	3
3060 Miscellaneous						
Revenue						
3060 Miscellaneous						
10-3060-0100 AMERICAN TOWER AGREEMENT	38,000.00	800.00	800.00	0.00	37,200.00	2
10-3060-0200 MISCELLANEOUS	10,000.00	459.01	459.01	0.00	9,540.99	5
3060 Miscellaneous Subtotal	\$48,000.00	\$1,259.01	\$1,259.01	\$0.00	\$46,740.99	3
Revenue Subtotal	\$48,000.00	\$1,259.01	\$1,259.01	\$0.00	\$46,740.99	3
After Transfers	Excess Of Revenue Subtotal	\$48,000.00	\$1,259.01	\$1,259.01	\$0.00	3
3290						
Revenue						
3290						
30-3290-0000 INTEREST EARNED	50.00	0.83	0.83	0.00	49.17	2
3290 Subtotal	\$50.00	\$0.83	\$0.83	\$0.00	\$49.17	2
Revenue Subtotal	\$50.00	\$0.83	\$0.83	\$0.00	\$49.17	2
After Transfers	Excess Of Revenue Subtotal	\$50.00	\$0.83	\$0.83	\$0.00	2
3350 Commissions, Sw Chg Coll						
Revenue						
3350 Commissions, Sw Chg Coll						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	1,627.30	1,627.30	0.00	6,372.70	20
3350 Commissions, Sw Chg Coll Subtotal	\$8,000.00	\$1,627.30	\$1,627.30	\$0.00	\$6,372.70	20
Revenue Subtotal	\$8,000.00	\$1,627.30	\$1,627.30	\$0.00	\$6,372.70	20
After Transfers	Excess Of Revenue Subtotal	\$8,000.00	\$1,627.30	\$1,627.30	\$0.00	20
3500 Other Financing						
Other Financing Source						
3500 Other Financing						
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
3500 Other Financing Subtotal	\$315,000.00	\$0.00	\$0.00	\$0.00	\$315,000.00	0
Other Financing Source Subtotal	\$315,000.00	\$0.00	\$0.00	\$0.00	\$315,000.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$315,000.00	\$0.00	\$0.00	\$0.00	0
3710 Water Sales						
Revenue						
3710 Water Sales						
30-3710-0000 WATER CHARGES	442,800.00	86,324.94	86,324.94	0.00	356,475.06	19
30-3710-0100 MSD CHARGES	338,789.00	60,444.72	60,444.72	0.00	278,344.28	18
30-3710-0200 AMI TRANSMITTER CHARGES	7,700.00	1,379.50	1,379.50	0.00	6,320.50	18
3710 Water Sales Subtotal	\$789,289.00	\$148,149.16	\$148,149.16	\$0.00	\$641,139.84	19
Revenue Subtotal	\$789,289.00	\$148,149.16	\$148,149.16	\$0.00	\$641,139.84	19
After Transfers	Excess Of Revenue Subtotal	\$789,289.00	\$148,149.16	\$148,149.16	\$0.00	19
3730 Water Tap & Connect Fees						
Revenue						

REVENUE & EXPENDITURE STATEMENT

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FY 2021-2022

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3730 Water Tap & Connect Fees						
30-3730-0000 WATER TAP AND CONNECTION FEES	6,000.00	150.00	150.00	0.00	5,850.00	3
3730 Water Tap & Connect Fees Subtotal	\$6,000.00	\$150.00	\$150.00	\$0.00	\$5,850.00	3
Revenue Subtotal	\$6,000.00	\$150.00	\$150.00	\$0.00	\$5,850.00	3
After Transfers	Excess Of Revenue Subtotal	\$6,000.00	\$150.00	\$150.00	\$0.00	3
4200 Administration						
Expenditure						
4200 Administration						
10-4200-0200 SALARIES	214,530.00	32,251.68	32,251.68	0.00	182,278.32	15
10-4200-0300 OVERTIME	5,000.00	85.14	85.14	0.00	4,914.86	2
10-4200-0500 FICA	16,794.00	1,727.40	1,727.40	0.00	15,066.60	10
10-4200-0600 HEALTH INSURANCE (MEDICAL)	28,502.00	3,864.80	3,864.80	0.00	24,637.20	14
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	4,470.00	770.76	770.76	0.00	3,699.24	17
10-4200-0675 HEALTH REIMBURSEMENT ACC	3,750.00	625.00	625.00	0.00	3,125.00	17
10-4200-0700 LGERS RETIREMENT	39,581.00	4,207.34	4,207.34	0.00	35,373.66	11
10-4200-0800 401K SUPP RETIREMENT	10,976.00	1,593.58	1,593.58	0.00	9,382.42	15
10-4200-1000 ACCOUNTING & TAXES	45,000.00	10,976.49	10,976.49	0.00	34,023.51	24
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	3,600.00	3,600.00	0.00	18,400.00	16
10-4200-3300 SUPPLIES AND EQUIPMENT	8,750.00	1,148.75	1,148.75	0.00	7,601.25	13
10-4200-5300 DUES & FEES	5,000.00	2,745.50	2,745.50	0.00	2,254.50	55
10-4200-5700 MISCELLANEOUS	1,000.00	0.00	377.50	377.50	622.50	38
10-4200-6500 STAFF DEVELOPMENT	16,000.00	3,044.65	3,393.65	349.00	12,606.35	21
4200 Administration Subtotal	\$427,353.00	\$66,649.39	\$67,375.89	\$726.50	\$359,977.11	16
Expenditure Subtotal	\$427,353.00	\$66,649.39	\$67,375.89	\$726.50	\$359,977.11	16
Before Transfers	Deficiency Of Revenue Subtotal	-\$427,353.00	-\$66,649.39	-\$66,649.39	-\$726.50	16
After Transfers	Deficiency Of Revenue Subtotal	-\$427,353.00	-\$66,649.39	-\$66,649.39	-\$726.50	16
5100 Police Department						
Expenditure						
5100 Police Department						
10-5100-0200 SALARIES	908,986.00	137,528.96	137,528.96	0.00	771,457.04	15
10-5100-0300 OVERTIME	26,000.00	4,792.10	4,792.10	0.00	21,207.90	18
10-5100-0400 SEPARATION ALLOWANCE	30,617.00	4,710.36	4,710.36	0.00	25,906.64	15
10-5100-0500 FICA	71,526.00	8,421.74	8,421.74	0.00	63,104.26	12
10-5100-0600 HEALTH INSURANCE (MEDICAL)	148,416.00	24,664.64	24,664.64	0.00	123,751.36	17
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	18,892.00	3,299.52	3,299.52	0.00	15,592.48	17
10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	4,250.00	4,250.00	0.00	21,250.00	17
10-5100-0700 LGERS RETIREMENT	168,681.00	20,197.77	20,197.77	0.00	148,483.23	12
10-5100-0800 401K SUPP RETIREMENT	45,474.00	7,011.55	7,011.55	0.00	38,462.45	15
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	468.19	468.19	0.00	11,531.81	4
10-5100-3100 MOTOR FUELS	13,000.00	1,937.29	1,937.29	0.00	11,062.71	15

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 08/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5100-3300 SUPPLIES	10,000.00	419.70	419.70	0.00	9,580.30	4
10-5100-3600 UNIFORMS	7,500.00	1,697.55	2,527.74	830.19	4,972.26	34
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	3,131.20	21,639.44	18,508.24	38,360.56	36
10-5100-5700 MISCELLANEOUS	7,500.00	5,371.29	6,655.29	1,284.00	844.71	89
10-5100-5800 PHYSICAL EXAMS	5,000.00	65.00	65.00	0.00	4,935.00	1
10-5100-6500 STAFF DEVELOPMENT	10,000.00	2,604.60	4,034.60	1,430.00	5,965.40	40
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	125,000.00	20,407.40	98,988.60	78,581.20	26,011.40	79
5100 Police Department Subtotal	\$1,766,092.00	\$270,363.76	\$399,871.94	\$129,508.18	\$1,366,220.06	23
Expenditure Subtotal	\$1,766,092.00	\$270,363.76	\$399,871.94	\$129,508.18	\$1,366,220.06	23
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,766,092.00	-\$270,363.76	-\$270,363.76	-\$129,508.18	15
After Transfers	Deficiency Of Revenue Subtotal	-\$1,766,092.00	-\$270,363.76	-\$270,363.76	-\$129,508.18	15
5200 Fire Services						
Expenditure						
5200 Fire Services						
10-5200-0000 FIRE CONTRACT	425,000.00	106,250.00	106,250.00	0.00	318,750.00	25
5200 Fire Services Subtotal	\$425,000.00	\$106,250.00	\$106,250.00	\$0.00	\$318,750.00	25
Expenditure Subtotal	\$425,000.00	\$106,250.00	\$106,250.00	\$0.00	\$318,750.00	25
Before Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$106,250.00	-\$106,250.00	\$0.00	25
After Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$106,250.00	-\$106,250.00	\$0.00	25
5600 Public Works						
Expenditure						
5600 Public Works						
10-5600-0200 SALARIES	239,707.00	35,612.13	35,612.13	0.00	204,094.87	15
10-5600-0300 OVERTIME	15,000.00	0.00	0.00	0.00	15,000.00	0
10-5600-0500 FICA	19,485.00	1,939.42	1,939.42	0.00	17,545.58	10
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	5,549.70	5,549.70	0.00	41,322.30	12
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	6,739.00	702.24	702.24	0.00	6,036.76	10
10-5600-0675 HRA HEALTH REIMB ACCT	9,000.00	937.50	937.50	0.00	8,062.50	10
10-5600-0700 LGERS RETIREMENT	45,924.00	4,310.89	4,310.89	0.00	41,613.11	9
10-5600-0800 401K SUPP RETIREMENT	12,735.00	1,624.85	1,624.85	0.00	11,110.15	13
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	481.86	481.86	0.00	6,518.14	7
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	10,000.00	711.80	711.80	0.00	9,288.20	7
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	10,000.00	195.40	195.40	0.00	9,804.60	2
10-5600-1700 MAINT/REPAIR - VEHICLES	10,000.00	643.83	643.83	0.00	9,356.17	6
10-5600-3100 MOTOR FUELS	12,000.00	1,549.83	1,549.83	0.00	10,450.17	13
10-5600-3300 SUPPLIES	10,000.00	326.00	326.00	0.00	9,674.00	3
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	179.88	179.88	0.00	820.12	18
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	2,536.45	2,536.45	0.00	7,463.55	25
10-5600-5200 PARKS	50,000.00	1,051.13	1,051.13	0.00	48,948.87	2

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 08/31/2021

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	501.15	902.40	401.25	97.60	90
10-5600-6500 STAFF DEVELOPMENT	8,000.00	132.16	132.16	0.00	7,867.84	2
5600 Public Works Subtotal	\$843,462.00	\$58,986.22	\$61,887.47	\$2,901.25	\$781,574.53	7
Expenditure Subtotal	\$843,462.00	\$58,986.22	\$61,887.47	\$2,901.25	\$781,574.53	7
Before Transfers	Deficiency Of Revenue Subtotal	-\$843,462.00	-\$58,986.22	-\$58,986.22	-\$2,901.25	7
After Transfers	Deficiency Of Revenue Subtotal	-\$843,462.00	-\$58,986.22	-\$58,986.22	-\$2,901.25	7
5700 Streets & Transportation						
Expenditure						
5700 Streets & Transportation						
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	5,000.00	365.60	365.60	0.00	4,634.40	7
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	586.94	586.94	0.00	9,413.06	6
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	465.95	465.95	0.00	99,534.05	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	199.95	199.95	0.00	4,800.05	4
10-5700-7500 ENGINEERING	75,000.00	0.00	0.00	0.00	75,000.00	0
5700 Streets & Transportation Subtotal	\$279,407.00	\$3,902.33	\$3,902.33	\$0.00	\$275,504.67	1
Expenditure Subtotal	\$279,407.00	\$3,902.33	\$3,902.33	\$0.00	\$275,504.67	1
Before Transfers	Deficiency Of Revenue Subtotal	-\$279,407.00	-\$3,902.33	-\$3,902.33	\$0.00	1
After Transfers	Deficiency Of Revenue Subtotal	-\$279,407.00	-\$3,902.33	-\$3,902.33	\$0.00	1
5800 Sanitation & Recycling						
Expenditure						
5800 Sanitation & Recycling						
10-5800-0200 SALARIES	121,642.00	13,612.06	13,612.06	0.00	108,029.94	11
10-5800-0300 OVERTIME	10,000.00	223.10	223.10	0.00	9,776.90	2
10-5800-0500 FICA	10,071.00	821.17	821.17	0.00	9,249.83	8
10-5800-0600 HEALTH INSURANCE (MEDICAL)	34,400.00	3,431.76	3,431.76	0.00	30,968.24	10
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	4,170.00	323.68	323.68	0.00	3,846.32	8
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	750.00	750.00	0.00	3,750.00	17
10-5800-0700 LGERS RETIREMENT	23,735.00	1,938.53	1,938.53	0.00	21,796.47	8
10-5800-0800 401K SUPP RETIREMENT	6,582.00	707.86	707.86	0.00	5,874.14	11
10-5800-1700 MAINT/REPAIRS - VEHICLES	13,000.00	4,359.30	7,815.70	3,456.40	5,184.30	60
10-5800-3100 MOTOR FUELS	12,000.00	1,527.02	1,527.02	0.00	10,472.98	13
10-5800-3600 UNIFORMS	1,000.00	0.00	230.35	230.35	769.65	23
10-5800-3800 TECHNOLOGY	1,000.00	91.48	91.48	0.00	908.52	9
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	4,221.71	4,221.71	0.00	45,778.29	8

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 08/31/2021

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
5800 Sanitation & Recycling Subtotal	\$360,600.00	\$32,007.67	\$35,694.42	\$3,686.75	\$324,905.58	10
Expenditure Subtotal	\$360,600.00	\$32,007.67	\$35,694.42	\$3,686.75	\$324,905.58	10
Before Transfers	Deficiency Of Revenue Subtotal	-\$360,600.00	-\$32,007.67	-\$32,007.67	-\$3,686.75	9
After Transfers	Deficiency Of Revenue Subtotal	-\$360,600.00	-\$32,007.67	-\$32,007.67	-\$3,686.75	9
6600 General Government						
Expenditure						
6600 General Government						
10-6600-0401 LEGAL SERVICES	35,000.00	2,040.00	2,040.00	0.00	32,960.00	6
10-6600-1100 TECHNOLOGY	95,000.00	8,180.05	9,015.61	835.56	85,984.39	9
10-6600-1300 MUNICIPAL UTILITIES	20,000.00	2,639.65	2,639.65	0.00	17,360.35	13
10-6600-1500 GE. REPS. AND MAINT.	25,000.00	4,310.07	4,310.07	0.00	20,689.93	17
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	225.00	225.00	0.00	4,775.00	5
10-6600-6301 4TH OF JULY	7,500.00	5,675.45	6,368.54	693.09	1,131.46	85
10-6600-6302 NATIONAL NIGHT OUT	2,000.00	2,504.60	2,642.37	137.77	-642.37	132
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	50.00	50.00	0.00	950.00	5
10-6600-6500 FOREST MANAGEMENT	60,000.00	4,400.00	4,400.00	0.00	55,600.00	7
6600 General Government Subtotal	\$405,431.00	\$30,939.45	\$32,605.87	\$1,666.42	\$372,825.13	8
Expenditure Subtotal	\$405,431.00	\$30,939.45	\$32,605.87	\$1,666.42	\$372,825.13	8
Before Transfers	Deficiency Of Revenue Subtotal	-\$405,431.00	-\$30,939.45	-\$30,939.45	-\$1,666.42	8
After Transfers	Deficiency Of Revenue Subtotal	-\$405,431.00	-\$30,939.45	-\$30,939.45	-\$1,666.42	8
6700 Debt Service						
Expenditure						
6700 Debt Service						
10-6700-0100 Police Dept Renovations-Principal	23,334.00	5,833.33	5,833.33	0.00	17,500.67	25
10-6700-0200 Street Improvements-Principal	6,667.00	1,666.67	1,666.67	0.00	5,000.33	25
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	666.75	666.75	0.00	1,667.25	29
10-6700-1200 Street Improvements-Interest	667.00	190.50	190.50	0.00	476.50	29
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
6700 Debt Service Subtotal	\$167,634.00	\$8,357.25	\$8,357.25	\$0.00	\$159,276.75	5
Expenditure Subtotal	\$167,634.00	\$8,357.25	\$8,357.25	\$0.00	\$159,276.75	5
Before Transfers	Deficiency Of Revenue Subtotal	-\$167,634.00	-\$8,357.25	-\$8,357.25	\$0.00	5
After Transfers	Deficiency Of Revenue Subtotal	-\$167,634.00	-\$8,357.25	-\$8,357.25	\$0.00	5
8100 Water Dept.						
Expenditure						
8100 Water Dept.						

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 08/31/2021

FY 2021-2022

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
30-8100-0200 SALARIES	142,619.00	9,414.82	9,414.82	0.00	133,204.18	7
30-8100-0400 PROFESSIONAL SERVICES	10,000.00	260.00	2,777.50	2,517.50	7,222.50	28
30-8100-0500 FICA	10,910.00	687.62	687.62	0.00	10,222.38	6
30-8100-0600 HEALTH INSURANCE (MEDICAL)	18,351.00	2,671.86	2,671.86	0.00	15,679.14	15
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	2,718.00	390.92	390.92	0.00	2,327.08	14
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	2,250.00	437.50	437.50	0.00	1,812.50	19
30-8100-0700 LGERS RETIREMENT	25,714.00	1,700.34	1,700.34	0.00	24,013.66	7
30-8100-0800 401K SUPP RETIREMENT	7,131.00	518.20	518.20	0.00	6,612.80	7
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	429.74	3,425.74	2,996.00	11,574.26	23
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	49,914.27	49,914.27	0.00	96,151.73	34
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	50.00	680.00	630.00	4,320.00	14
30-8100-7400 CAPITAL IMPROVEMENT	100,000.00	0.00	18,511.35	18,511.35	81,488.65	19
8100 Water Dept. Subtotal	\$803,338.00	\$128,061.11	\$152,715.96	\$24,654.85	\$650,622.04	19
Expenditure Subtotal	\$803,338.00	\$128,061.11	\$152,715.96	\$24,654.85	\$650,622.04	19
Before Transfers	Deficiency Of Revenue Subtotal	-\$803,338.00	-\$128,061.11	-\$128,061.11	-\$24,654.85	16
After Transfers	Deficiency Of Revenue Subtotal	-\$803,338.00	-\$128,061.11	-\$128,061.11	-\$24,654.85	16

Biltmore Forest Police
 Department

 355 Vanderbilt Road
 Biltmore Forest, NC 28803
 828-274-0822
 www.biltmoreforest.org



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

M. Chris Beddingfield, Chief of Police

Department Head report for the Board of Commissioners meeting held September 14th,
 2021

Chris Beddingfield, Police Chief

Calls for Service: 823

Officers responded to the following calls for service:

Accident – 2	Accident - PI - 0	Special Assignment - 1
Alarm – 28	Animal Carcass - 0	Special Check - 32
Assist EOC – 2	Assist Motorist - 7	Speed/Reckless Driving- 0
Assist Other Agency – 19	Assist Resident - 37	Suspicious Person – 12
Bear Report – 0	Business Check- 224	Suspicious Vehicle – 39
Crime Prev. – 7	Chase- 0	Vandalism – 1
Direct Traffic – 1	Distressed Animal - 0	Vehicle Stop – 33
Disturbance – 4	Dog Complaint - 9	Well-being Check – 4
Domestic disturbance-0	Fire-1	Road Blocked – 4
Fight- 0	Gun fire/Shots fired - 1	Service of Car – 0
Hit and Run - 0	House Check - 92	Sign Ord Violation - 0
Improper Parking- 6	Incomplete 911- 1	
Investigation - 4	Intoxicated Driver- 0	
Mental Patient - 1	Missing Person - 1	
Noise Disturbance - 1	Ordinance Violation - 1	
Person Down - 0	Power Outage - 3	

Professionalism Respect Integrity Dedication Excellence

Arrests:

1-Felony Arrest-From Domestic Violence Investigation-2 Felony Charges- Assault by strangulation and Kidnapping

2-Misdemeanor Arrests-One from a suspicious person call and one from a residential warrant service. 11Charges- All were various court violations

Time Consumption Summary:

Approximations:

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 5 hours

Vehicle Crash Investigation- 1 hours

Notable Calls and Projects:

Several weather events. Worked with Biltmore Estate when main get was flooded.

Two telecommunicators attended APCO conference in San Antonio Texas. This is a national dispatch training conference.

Annual firearms qualification completed-Approximately 1200 rounds of handgun ammunition, 700 rounds of rifle ammunition, and 200 shotgun rounds expended.

Continued issues with homeless/vagrancy and unlocked cars being gone through

Chief Beddingfield appointed as Regional Director for North Carolina Association of Chiefs of Police

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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 August 2021 Monthly Report

Date: September 10, 2021

Recurring Activities:

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

- Collected 36.34 tons of garbage.
- Diverted 18.93 tons of recycled goods from garbage.
- Picked up 34 loads of brush (approximately 1020 cubic yards) over 15 days.
- Responded to 39 total utility locate requests, comprised of 28 new requests and 8 updates and 3 emergency requests.
- Visited 12 residences for Tree Assessments, approving the removal of 49 trees, and requiring the installation of 60 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests. Due to one bad bacteriological sample, we did have to re-sample in three locations, but all three resampling points passed. 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 August 15 and South pick-up beginning on August 2 and August 30. This schedule will continue until adjustments are needed, or November 1, 2021.

Coronavirus (COVID-19) Related Activities:

- Mask requirements and social distancing protocols have been reinstated at the Public Works facility, but they do remain open to the public.

Miscellaneous Activities in August

- One of our injured public works employees has returned to work, and one continues to remain out indefinitely. Having one of our staff persons back with us substantially helps us in scheduling work and preventive maintenance tasks. We continue to cover any gaps by reassigning works to the remaining Public Works team members and all essential services are being covered.
- We extended offers to two (2) applicants for our open Public Services Worker position this month, with the first applicant being unable to relocate here due to a lack of affordable housing in the Buncombe County area. However, the offer to the second applicant (already local) was accepted and we have begun the on-boarding process with him. We anticipate that he will be joining us towards the end of the month as he completes working his notice at his current employer. We are excited to have him on-board.
- I completed and submitted the 2020-2021 Solid Waste and Materials Management Annual Report as required by the North Carolina Division of Waste Management.
- We received a proposal to equip the garbage trucks with cart grabbers and are currently evaluating those. We asked for the vendor to provide an estimate for some routine maintenance on the compactor units since they will be in the shop being outfitted anyway. We are awaiting that proposal.
- Public Works staff completed the manual water meter readings and assisted Ms. Jacobs in completing the August water billing.
- We completed our required quarterly water system disinfection byproduct rule testing.
- Public Works staff assisted with the Food Truck Friday event on August 13, 2021.
- Right of way clearing along Vanderbilt Road between 292 Vanderbilt Road north to Biltmore Village was completed.
- Public Works staff installed mulch on the southern bank of the Busbee wye park and additional brush and undergrowth removal was completed there as well.
- We completed a new planting bed in front of Town Hall and installed mulch there as well.
- The resident at 27 Hilltop Road did remove the overgrown landscaping to improve sight distances along Hilltop Road from the four-way stop with Stuyvesant Road.
- The appliance delivery from Lowe's for the Police Department kitchen remodel were canceled due to their inability to timely fill the order. I was able to secure a matching set of appliances directly from Samsung and they were delivered on September 3, 2021. We anticipate substantial effort being placed into the remodel work in September.
- The back-up garbage truck is still at the shop awaiting completion of repairs to the hydraulic system and transmission/PTO. A new hydraulic tank is ordered and the mechanic is awaiting delivery.

- The F-550 recycling truck repairs were completed and is back in service.
- We delivered the back-up recycling truck to our mechanic for maintenance and anticipate it being back in service and available in early September.
- We delivered one of our salt and sand trucks to the mechanic for preventive maintenance in preparation for winter.
- Public works staff responded to 11 downed trees in the right of way on August 16 and 17. Additional cleanup efforts continued on August 18 and 19, and by Friday the 20th, most cleanup activities were completed. We removed approximately 150 cubic yards of additional brush in response to the storm.
- We processed the payments required to initiate the bridge inspections of the Town's bridges on Southwood Road and Stuyvesant Road through the NCDOT cost sharing program.

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

- Purchase orders have been delivered for this work which will begin as soon as materials are shipped from the Vendor. The deadline for completion of this work has been extended by the cellular companies by a year, relieving some of the pressure to complete the work quickly, however, we anticipate beginning the work as soon as parts are available.

Upcoming in September

- Regular mowing activities at all parks and road shoulders continues.
- The anticipated start date for our new Public Services Worker is September 20th, and we will immediately begin our internal training upon his arrival.
- Pending Board approval, we will engage our consultant to evaluate the streambank stabilization along Cedar Hill Drive between the culvert replacement project we completed last year and Brookside Park.
- Pending Board approval, we will engage our traffic consultant to begin work on a town-wide traffic study. Manager Kanipe will cover this more in his Board report.
- We are scheduled to meet with our on-call consultant to begin work on our next stormwater master plan projects. We will provide an update on this activity next month.
- We are continuing to work with residents on right-of-way and line-of-sight clearing, and have received positive feedback and cooperation in many locations.

- Public Works staff will be assisting with the Food Truck Friday event on Friday September 10th, 2021.
- We will be completing our triennial lead and copper testing as required by the State, and I'd like to recognize the positive cooperation of our residents that help us with this effort. It makes the effort much easier for staff.
- Mr. Dale will be attending backflow prevention and cross connection control training school September 13-16, 2021 in Statesville.
- Mr. Bartlett will be attending backflow prevention and cross connection control training school in October in Sanford.
- We have one (1) water service installation scheduled for September.
- We anticipate receiving the preventive maintenance proposal for the garbage trucks this month, and the sample cans for inspection.
- Work will begin in earnest on the refresh of the Police Department break room and kitchen.
- We anticipate completing the low road shoulder repairs along Vanderbilt Road between Biltmore Village and I-40.
- We will continue work on the Busbee Wye beautification project. We will complete a planting plan for this area, as well as the new planting bed in front of Town Hall.
- Manager Kanipe and I are continuing to plan and monitor the department's capital improvements projects for the year.

As mentioned in the Completed Items for August above, I did completed the 2020-2021 Solid Waste and Materials Management Annual Report as required by the North Carolina Division of Waste Management. I'd like to briefly expand on the results of preparing that report here for your information.

Each municipality in North Carolina is required to submit the report and it provides a great mechanism for allowing some comparisons on operating costs and programs across municipalities. Of course, accounting practices and cost allocations can vary greatly, but it is a good general indicator of fiscal health of the programs to be able to do these comparisons. I am pleased to report that Biltmore Forest continues to provide (I believe) one of the most cost effective sanitation programs in the County when compared to our similar sized counterparts. Our costs for garbage disposal are the lowest, our recycling program are slightly higher than average, and our brush collection costs are substantially lower. Please know that we continually monitor our expenses for this department and work to provide efficient and cost effective service to the residents of the Town.

If you are interested in looking through any of the data yourselves, copies of all past reports for all North Carolina local governments back to FY 2015-2016 can be found at the following link: <https://deq.nc.gov/conservation/recycling/local-government-recycling-assistance/LGAR>

Please do not hesitate to contact me if you have any specific questions about this or any of our programs.



Solid Waste and Materials Management Annual Report July 1, 2020 - June 30, 2021

Submit this form to Lgteam@ncdenr.gov by September 1, 2021.

On the following pages, you will find the Local Government Solid Waste and Materials Management Annual Report Form for Fiscal Year 2020-2021. Each North Carolina county and municipality is required to complete this report annually. Completion and submission of this report will fulfill the annual reporting mandate to the state as required by G.S. 130A-309.09A. Failure to complete and submit this report could result in the local government being excluded from distributions of Solid Waste Disposal Tax Proceeds and other Department of Environmental Quality grants.

Instructions

This form must be completed electronically using Adobe Reader. It is suggested that you complete the form using the latest version of Adobe Reader which can be downloaded for free at: <https://get.adobe.com/reader/>. Please **DO NOT** complete this form using Adobe Acrobat Pro.

Complete the form by entering responses in the appropriate fields using Adobe Reader. Please save a copy of the completed form to your computer for your records by using the "Save As" option. Name the file Community Name LGAR 2020-21. For example, Aberdeen LGAR 2020-21.

You can find your reports from previous years at: <https://deq.nc.gov/conservation/recycling/local-government-recycling-assistance/LGAR>

After completing and saving the report, please email the report to Lgteam@ncdenr.gov

If you need assistance completing or submitting this form, please feel free to contact one of the following Division of Environmental Assistance and Customer Service staff members:

Tara Nattress, phone: 919-707-8123, email: tara.nattress@ncdenr.gov

Carol Abken, phone: 919-707-8138, email: carol.abken@ncdenr.gov



Required: Select your Local Government Name

State of North Carolina

Department of Environmental Quality

Division of Waste Management &

Division of Environmental Assistance and Customer Service

Local Government Report Form

COMPLETION AND SUBMISSION OF THIS REPORT WILL FULFILL THE ANNUAL REPORTING MANDATE TO THE STATE AS REQUIRED BY G.S. 130A-309.09A.

Please submit this form to Lgteam@ncdenr.gov by **September 1, 2021**.

If you have questions or need assistance completing this form, please call 919-707-8123 or 919-707-8138.

Person Completing This Report: _____ Title: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: _____ Date: _____

Email: _____

General Instructions

Please remember that the time period for the report is JULY 1, 2020 through JUNE 30, 2021. Please check "No" if you have nothing to report for a specific question.

1. Did your local government have a staff member who managed the recycling program for FY 20-21? Yes No
 If Yes, is recycling program management a full-time or part-time responsibility? Full Time Part Time

If Yes, Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Email: _____

2. Did your local government have a Solid Waste Director or similar position for FY 20-21? Yes No

If Yes, Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Email: _____

3. Did your local government have **dedicated or part-time** Solid Waste Enforcement Staff for FY 20-21? Yes No

If Yes, Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Email: _____

4. Did your local government have solid waste ordinances in place addressing any of the following during FY 20-21? (if yes, please check all that apply)

Disposal Bans Illegal Dumping Littering Construction & Demolition Other: _____

5. Did your local government manage, provide or contract for any solid waste services in FY 20-21 (e.g., collection, disposal, recycling, mulching, composting)? Yes No

If you answer "No" to question 5, the report is complete, please email to Lgteam@ncdenr.gov.

Part I. Waste Reduction and Recycling Programs Serving Government Facilities

6. Did your local government have a recycling program in place for collecting recyclable materials generated at public buildings in FY 20-21? Yes No
7. Did your local government have any program or policy encouraging or requiring local agencies to purchase products with recycled content in FY 20-21? Yes No
8. Did your local government have a program in place to collect and recycle spent fluorescent lights generated from the public buildings and facilities that were operated by your government in FY 20-21? Yes No

Part II. Waste Reduction and Recycling Programs Serving the Public

SOURCE REDUCTION / REUSE

9. Did your local government have a backyard composting program? Yes No
10. If yes, please check all backyard composting activities that apply:
Education Demonstration site(s) Bin distribution/sales Number of Bins distributed? _____
11. Did your local government operate a program to promote source reduction efforts? Yes No
If yes, please check all source reduction programs that apply:
Junk Mail Reduction Single Use Plastics Reduction Food Waste Reduction
Promoting Reuse and Donation Other _____
12. Did your local government offer a waste exchange or reuse program? Yes No
13. If yes, please check all waste exchange and/or reuse programs that apply:
Swap shop/shed Number of sheds in use? _____ Paint exchange Number of gallons recovered? _____
Other (e.g. pallet exchange, etc.) _____

PUBLIC RECYCLING SERVICES

14. Which of the following responses best describes your recyclables recovery activities for the period July 1, 2020 through June 30, 2021? Choose **ONE** option that best applies.

My local government **DID operate or contract** for a recyclables recovery program. **(please continue to question 15)**

My local government **DID NOT operate or contract** for recyclables recovery **BUT DID partner** with another local government to operate or contract a recyclables recovery program. (Please identify the local government responsible for its operation and briefly explain the partnership; **then go to Part IV on page 7.**)

With which local government did you partner and what is the arrangement?

My local government **DID NOT operate, contract or participate** in a recycling program. **(Go to Part IV on page 7.)**

CURBSIDE RECYCLING PROGRAM

15. Did your government operate a Curbside Recycling Program? Yes No, skip to question # 25
16. Who collected the recyclable materials for your local government's curbside recycling program?

Local government employees

Private contractor (please specify) _____

Franchised hauler (please specify) _____

Other (please specify) _____

17. Please provide the following information about your community:
- Total number of households in your jurisdiction? _____
 - Number of households eligible to participate in the curbside recycling program: _____
 - Provide the **number of households** that participate in the curbside recycling program (estimate if necessary): _____
18. If your curbside recycling program is operated by a **franchised hauler** then please answer the following:
 Is public participation in the franchise: Voluntary or Mandatory
 Does your franchise consist of: One service district or Multiple service districts
19. What sector(s) of your community was served by the curbside recycling program?
 Residential Commercial Industrial
20. If you checked commercial or industrial in question 19, please indicate the number of accounts served: _____
21. How frequently were the curbside recyclables collected?
 Once a week Every other week / biweekly
 Other _____
22. Please describe the collection containers used:
 Bins Blue bags
 Multi-bin system Roll-out carts
23. Please describe the method of recycling collection:
 curb-sort (collector separates material as collected) single stream / commingled
 dual / two stream don't know / other
24. Do residents sign up for curbside recycling service or are they automatically included?
 Sign up
 Automatically included

DROP-OFF RECYCLING PROGRAM

25. Did your government operate a Drop-off Recycling Program? Yes No, skip to question # 32
26. Who collected the recyclable materials for your local government's drop-off recycling program?
 Local government employees
 Private contractor _____
 Other (please specify) _____
27. Please describe the method / style of recyclable materials handling for your drop-off recycling program:
 source-separated (citizens separate materials by type) single stream / commingled
 dual / two stream (paper separated from cans/bottles) don't know / other
28. Please estimate the number of households served by your drop-off recycling program. _____
29. What sector(s) of your community are served by the drop-off recycling program? Residential Commercial Industrial
30. How many drop-off locations did you provide for the citizens in your jurisdiction? Number of Sites: _____
31. How many of these locations were staffed with attendants? All None Some please list # of staffed sites: _____

ELECTRONICS RECYCLING PROGRAM

32. Did your community operate an electronics recycling program in FY 20-21? Yes No, skip to question # 38
 If you did operate an electronics recycling program, please indicate style of program:
 Permanent - Curbside Collection Permanent - Drop-off Scheduled Collection Day or Event Part of HHW Program
 If you offer curbside collection of electronics is it: by appointment or unscheduled
 If you operate a drop-off electronics program, how many collection sites do you provide? Number of Sites: _____

33. Did your electronics recycling program collect or accept televisions from (check all that apply): Residences Businesses
34. Did your electronics recycling program collect or accept computer equipment from (check all that apply): Residences Businesses
35. Annually, DEQ distributes funds to eligible units of local government. If your unit of local government received a distribution from the Electronics Management Fund in February 2021, please provide the following information:
 Electronics Management Fund balance as of July 1, 2020: \$ _____
 Electronics Management Funds received from DEQ during FY 20-21 (Feb 2021 distribution): \$ _____
 Electronics Management Funds spent during FY 20-21: \$ _____
 Electronics Management Fund balance as of June 30, 2021: \$ _____
 Total spent on electronics recycling program FY 20-21 (Electronics Management Funds plus additional funds): \$ _____
36. Explain how Electronics Management Funds were used during FY 20-21 (list items purchased if applicable):

37. Name of electronics recycler(s) used during FY 20-21: _____
 Does the electronics recycler(s) used have either the e-Steward or R2 certification? Yes No

OTHER PUBLIC RECYCLING PROGRAMS

List only programs operated or contracted for by the local government. The tonnage of any materials collected by the following programs should be listed in the "Other" column in the Recycling Tonnages Chart on pg 5.

38. Did your local government operate a multifamily recycling collection program that provides on-property recycling service for residents of multifamily properties in a manner other than through your curbside or drop-off recycling programs? Yes No
39. Did your local government operate a recycling program to serve commercial or institutional members of your community in a manner other than through your curbside or drop-off recycling programs? Yes No
40. Does your local government provide recycling services to Alcoholic Beverage Commission permit holders? Yes No
 On-site collection services provided If on-site collection provided, please estimate # of ABC accounts served: _____
 Public drop-off recycling sites available for ABC On Premises Permit holders to use
41. Does your local government operate a program to recycle Construction and Demolition materials? Yes No
 If yes, please check all materials that were recycled and report tonnages in tonnage table on page 5:
 Clean Wood Brick, concrete, etc. Sheetrock Vinyl siding Shingles Metals Other
42. Please identify all Away From Home / Recycling On The Go programs or services operated by your government during FY 20-21. (check all that apply and if possible indicate tonnages on page 5 in "Other" column)
 Public Parks Recycling Program Athletic Field /Venue Recycling Program
 Pedestrian Recycling Program Recycling Service for Special Events / Festivals
43. Please identify all "Other" programs or services operated by your government during FY 20-21. (check all that apply and if possible indicate tonnages on page 5 in "Other" column)
 Public School Recycling Program
 Scheduled Collection Drives (e.g. confidential document shredding event held quarterly, once a year, etc.)
 Lend-a-Bin Program where local government provides recycling containers to community organizations for use at events
 Organics / Food Waste Recycling other than yard waste program
 If yes, what type? Drop-off Curbside Pilot Other: _____
 Oyster Shell Recycling Program
 Other Programs (please specify) _____

Programs to manage Special Wastes are addressed in Part III on page 6, please do not include Special Waste programs above.

RECYCLING TONNAGES FROM PUBLIC PROGRAMS

44. a. Enter data in the table below for ALL recycling programs operated or contracted for by your local government. Provide TONNAGES (or estimates) for each material collected for the period JULY 1, 2020 through JUNE 30, 2021.
- b. Do NOT report yard waste, tires, HHW, used oil, batteries or other special wastes on this page - these are covered later in the report.
- c. If you collected single stream or other commingled materials, record tons in the "Commingled tons" row and then X the boxes beside each material type above for all items included.

PROGRAM	Curbside		Drop-off		All "Other" Programs		Total Tons (totals are calculated by form)	
	<input type="checkbox"/> if Yes	Tons	<input type="checkbox"/> if Yes	Tons	<input type="checkbox"/> if Yes	Tons		
GLASS:								
Clear	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Brown	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Green	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Mixed	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
PLASTIC:								
PET #1	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
HDPE #2	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
All Plastic Bottles	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Other Plastic Containers	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Bulky Rigid Plastics	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
METAL:								
Aluminum Cans	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Steel Cans	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
PAPER:								
Newsprint (ONP)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Cardboard (OCC)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Magazines (OMG)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Office Paper	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Mixed / Other Paper	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Cartons / Aseptic Containers	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
WOOD:								
Pallets	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
Other Wood - DO NOT report yard waste tons here	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
ELECTRONICS:								
Televisions	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
Computer Equipment	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
Other Electronics	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
OTHER MATERIALS:								
Textiles (clothes etc...)	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
C&D Materials Recycling	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
White Goods	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
Other Scrap Metal	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
Food Waste	<i>Report all tons in Other column</i>					<input type="checkbox"/>		
Commingled tons* (x boxes above for all items included)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
TOTAL TONS:								

45. *If you checked commingled, which material recovery facility (MRF) does your community use? _____
A MRF is the plant that separates commingled recyclables into marketable commodities (paper, plastic, metals, glass)
- a. Do you have a formal contract with the MRF? Yes No If yes, what month/year does it expire? _____
- b. Do you know your inbound contamination level at your MRF? Yes No
Inbound contamination is the amount of non-recyclable materials in commingled loads delivered to the MRF.
 If yes, what is the inbound contamination percentage? _____

46. **RECYCLING TONNAGE AS A RESULT OF POLICY OR ORDINANCE:** complete this section for materials that were recycled as a result of local government ordinances or policies but that were NOT collected or managed directly by your local government recycling program. E.g. a cardboard disposal ban results in private cardboard recycling (and you have a way to track the tons collected)

Material Type	Tons Diverted	Describe the mechanism that caused these materials to be recovered and data collection method

Part III. Special Waste Collections

Please provide data below for services provided to the public. Please do not include materials that were accepted and then disposed of in a landfill. Do not include materials generated exclusively by government operations (e.g. motor-fleet services). Question 47 is about materials accepted outside of any Household Hazardous Waste (HHW) Program or event. If special wastes were only accepted as a part of an HHW Program/Event and were not collected by separate recycling efforts then report in #48, not in #47.

Special wastes are materials collected at convenience centers, transfer stations, landfills, etc. Do not include materials collected at household hazardous waste permanent collection facilities or household hazardous waste temporary collection events.

47. Special Waste Programs for Collecting Materials from Citizens by Material Type	Did program collect this material from the public?	# of sites	Data on quantities collected / managed. Please report in indicated units.			
Used Motor Oil	Yes	_____	_____		gallons	_____
Used Oil Filters	Yes	_____	_____	barrels, or	_____	lbs
Used Antifreeze	Yes	_____	_____		gallons	_____
Batteries, Lead Acid (Auto)	Yes	_____	_____	# batteries, or	_____	lbs
Batteries, Dry Cell (Household)	Yes	_____	_____		lbs	_____
Fluorescent Bulbs/Lights Containing Mercury	Yes	_____	_____	lbs, or	_____	# bulbs
Propane Tanks	Yes	_____	_____	lbs, or	_____	# tanks
Used Cooking Oil / Waste Vegetable Oil	Yes	_____	_____	lbs, or	_____	gallons
Other Special Wastes - please provide waste type here: _____	Yes	_____	_____		lbs	_____
Pesticide Containers (NCDA Program, not pesticides themselves)	Yes	_____	_____	lbs, or	_____	# containers
NCDA Pesticide Disposal Assistance Program (for management of pesticides, not containers)	Yes	_____	_____		lbs	_____
Latex Paint (do not include paint collected at HHW event or by a paint exchange program)	Yes	_____	_____	gals, or	_____	lbs

Household Hazardous Waste (HHW) Collection Program - Fiscal Year 2020-2021

48. Did your local government operate a permanent HHW collection facility or temporary collection event? Yes No
- If Yes, please respond to the following questions:
- Was HHW collected at a permanent collection facility or temporary collection event? Permanent Temp. Event
How many permanent collection facilities (sites) do you operate? _____ How many temporary events? _____
 - How many days did all HHW collection programs operate (number of days operated out of 365)? _____
 - Did your local government partner the HHW program or event with another local government or business? Yes No
Please list partner(s) _____
 - How many households/residences participated in your HHW collection program? _____
 - Did your program accept materials from VSQG (Very Small Quantity Generators) businesses? Yes No
If yes, please provide or estimate the amount of VSQG material collected: _____ pounds
 - Provide the amount of materials collected by the HHW program for the fiscal year _____ pounds
Do not include (subtract out) any tons that are included elsewhere in this report (e.g., electronics reported in #44 or special waste reported in #47).
 - List all the HHW disposal and HHW recycling contractors: _____
 - What is the fiscal year cost to operate the HHW collection program? _____

Part IV. Yard Waste, Mulching and Composting Management

Yard waste may not be disposed in sanitary landfills, incinerators, or in unpermitted sites and it is illegal to burn. Do not include information on food waste or non-vegetative materials in this section.

49. Does your local government operate a yard waste program? Yes No If yes please indicate how yard waste is managed by checking all that apply: Collected curbside Collected at convenience center Received at yard waste, compost, or LCID facil.
50. Did a storm event significantly impact the amount of yard waste your government managed during FY 20-21? Yes No
51. What quantities of materials were managed by your yard waste program? **Provide information in TONS OR CUBIC YARDS of organic material (yard waste, brush, limbs, leaves, etc.) managed.** For conversion purposes, use 400 lbs./cubic yd.

Destination	Check if used	Tons		Cubic Yards	Facility Name and Location
End user (to farmer or home-owner)			or		
Your local government's mulch or compost facility			or		
Other public mulch or compost facility			or		
Private mulch or compost facility			or		
Land clearing and inert debris landfill (LCID)			or		
Energy / Fuel Use (e.g. boiler fuel market)			or		
Total			or		

YARD WASTE MANAGEMENT FORMULA: If yard waste quantities are not tracked, you may use this formula below to help you estimate yard waste volume. Calculate for each truck used in your yard waste management program, and then enter the grand total volume managed by program in the appropriate boxes above. *Ex. 10 cubic yard truck x 3 days/wk x 16 wks = 480 cubic yards*

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \text{ cubic yards} \\
 \text{Size of Truck (in yards)} & & \text{Avg. no. of times truck fills each week} & & \text{\# of weeks truck is used during year} & & \text{TOTAL}
 \end{array}$$

Part V. Solid Waste Collection Services

52. Please complete the following table about your government's solid waste (garbage) collection system.

Sector	Who Collects Solid Waste?				How is Solid Waste Collected?				Who Collects Solid Waste?	How is Solid Waste Collected?
	Insert Letter - see codes at right				Insert # - see codes at right					
Residential	Primary		Secondary		Primary		Secondary		a. Local government employees	1. Once a week at household
Commercial	Primary		Secondary		Primary		Secondary		b. By Contract	2. Twice a week at household
Industrial	Primary		Secondary		Primary		Secondary		c. Franchise haulers	3. Convenience center/greenbox
									d. Local government not involved in provision of service	4. As needed or by request
										5. Daily
										6. Other

53. If you provide residential waste collection at single-family households in your jurisdiction, please answer the following questions:

What type of collection method is used? Fully Automated Semi-Automated Manual Don't know

What is the standard collection frequency? Weekly Two times per week Other

What is the typical service point for single family household waste? Curbside Back yard / Back door

What type of collection container is used? Government-provided carts Resident-provided container Bags

Do you offer bulky waste collection services? Yes No

54. For municipalities - did your government collect white goods at the curb? Yes No
- If so, were white goods delivered to the county for marketing? Yes No

Part VI. Solid Waste and Recycling Educational Activities

55. Does your local government have an education program about solid waste and/or recycling program/activities? Yes No
- If yes, do you utilize any of the DEACS-provided templates (Recycle Right NC)? Yes No

Available at <https://deq.nc.gov/conservation/recycling/general-recycling-information/customized-outreach-materials>

Do you use any recycling educational enforcement strategies?

Cart tagging Collection App Other (please describe): _____

56. Please estimate your annual budget for solid waste and recycling education/outreach activities: \$ _____

57. Do you offer education materials in languages besides English? Yes No Other language(s): _____

Part VII. Resources for Solid Waste Management and Full Cost Accounting

58. Did your local government operate an Enterprise Fund for solid waste services in FY 20-21? Yes No
59. NC Solid Waste Disposal Tax proceeds are distributed to eligible local governments on a quarterly basis by the Department of Revenue. According to GS 105-187.63 these funds must be used by a city or county solely for solid waste management programs and services.
Did your local government receive Solid Waste Disposal Tax distributions? Yes No
If yes, how are disposal tax distributions being used? _____

60. What other funding sources does your local government use?
- | | | |
|-------------------------------|--------------------------------------|-----------------|
| Tipping fees | Volume/weight-based fees (e.g. PAYT) | Tire tax |
| Property taxes / general fund | Sale of recyclables | White Goods tax |
| Per household charges | Grants | |

61. *If applicable, please provide your FY 20-21 household fees (follow example format):*
- ex: \$ \$75.00 per year per household for solid waste
- a. \$ _____ per _____ per _____ for solid waste
- b. \$ _____ per _____ per _____ for recycling
- c. \$ _____ per _____ per _____ for yard waste
- d. \$ _____ per _____ per _____ for bulky waste
- e. \$ _____ per _____ per _____ availability fee
- f. \$ _____ per _____ per _____ total charge

62. Did your local government operate a Pay-As-You-Throw program for residential garbage during FY 20-21? (a system where residents are charged a fee by weight or volume for the amount of trash they discard) Yes No

According to *GS 130A-309.08*, local governments are required to conduct full cost accounting annually and inform users of such costs.

63. If your local government contracts for solid waste or recycling services:

	Annual Contract Amount	Month/Year of Contract Expiration
Solid Waste Services Contract	\$ _____	_____
Recycling Contract	\$ _____	_____
OR: Combined Contract (solid waste & recycling)	\$ _____	_____

64. Collection Programs: Please complete the following table to the best of your ability to display the full costs of your local government's collection programs for waste, recyclables and yard waste including materials collected from convenience centers. **If full cost analysis is not available, please report program budget in Total Cost column.**

	# of Households served	Tons Collected	Collection Cost	Disposal Cost (tipping fees paid)	Total Cost including overhead	Cost Per Ton Managed (calculated by form)
Municipal Solid Waste*	_____	_____	_____	_____	_____	_____
Recycling Program**	_____	_____	_____	_____	_____	_____
Yard Waste Program	_____	_____	_____	_____	_____	_____
Totals (calculated by form):	_____	_____	_____	_____	_____	_____

*for materials collected and sent for eventual disposal in a Municipal Solid Waste or Construction and Demolition Landfill.

**for materials collected by public recycling programs, reported in the Table on page 5. Do not include special waste services.

65. If your government operates a landfill, transfer station, yard waste /compost facility or recycling facility, please provide the total budget for facility operations (round to nearest dollar). If budgets for different facilities are combined, please attempt to allocate costs proportionately.
- Landfill Budget: \$ _____
- Transfer Station Budget: \$ _____
- Yard Waste / Compost Facility Budget: \$ _____
- Recycling Facility Budget: \$ _____

66. What was your government's total combined annual budget for all solid waste and recycling services in 20-21? \$ _____

Part VIII. Mandated Programs

Only Counties need to complete questions 67 through 85. Part VIII is applicable to NCGS Chapter 130A - Article 9, Part 2D, "Management of Discarded White Goods" and Part 2B, "Scrap Tire Disposal Act." **Municipalities** should skip to Part IX on page 11.

WHITE GOODS

67. Please provide contact information for the person responsible for the white goods program.

Name: _____ Title: _____
 Mailing Address: _____ City: _____ Zip: _____
 Phone: _____ Email: _____

68. Please provide the physical address of the primary County white goods collection site.

Physical Address: _____
 GPS Coordinates (decimal degree system): _____

69. Please provide contact information and license number of the person(s) that removes refrigerants from white goods.

Name: _____ Name: _____
 Refrigerant Extraction License #: _____ Refrigerant Extraction License #: _____
 Mailing Address: _____ Mailing Address: _____
 Phone: _____ Email: _____ Phone: _____ Email: _____

70. Provide the types and amounts of refrigerants removed from white goods.

Type of Refrigerants Removed	Amount

71. Refrigerants may be recycled or sent for destruction. Provide the business, method of disposal and amount earned / paid.

Business Name and Phone Number	Method of Disposal	Amount Earned	Amount Paid

72. Tons of white goods received: _____

Tons of white goods from cleanup activities: _____

Total Tons (also list in #44 on page 5): _____ Reported in #44 on page 5? Yes No

73. NCDOR White Goods Disposal Tax Proceeds Distribution \$ _____
 Total (Aug, Nov, Feb and May)
 Monies earned from the sale of white goods \$ _____
 Monies earned from the sale of extracted refrigerants \$ _____
 Monies from other sources \$ _____
 Total Revenue: \$ _____

74. The NCGS Management of Discarded White Goods requires that the white goods tax proceeds distributions be used for the management of discarded white goods. Provide the amounts and types of expenditures the white goods tax proceeds distributions were used for:

Capital Improvements: \$ _____
 Operating Costs: \$ _____
 Cleanup of Illegal Disposal Sites: \$ _____
 Other: \$ _____ describe: _____
 Total Expenditures: \$ _____

SCRAP TIRES

75. Please provide contact information for the person responsible for the scrap tire program.

Name: _____ Title: _____
Mailing Address: _____ City: _____ Zip: _____
Phone: _____ Email: _____

76. Please provide the physical address of the primary scrap tire collection site.

Physical Address: _____
GPS Coordinates (decimal degree system): _____

77. Scrap Tire Management Program - Tons Collected July 1, 2020 - June 30, 2021

Tons of scrap tires certified as originated in NC in the normal course of business _____ Tons
Tons of scrap tires from cleanup activities - costs reimbursed by DEQ _____ Tons
Tons of scrap tires from fees charged _____ Tons
Tons of scrap tires no fees charged - costs not reimbursed by DEQ _____ Tons
Total Tons: _____ Tons

78. Indicate the types of scrap tires received:

Passenger _____ % Truck _____ % Off-Road _____ % Agricultural _____ % Cleanup _____ % Out of State _____ %

79. Scrap Tire Management Program - Revenue July 1, 2020 - June 30, 2021

NCDOR Scrap Tire Disposal Tax Proceeds Distributions Total (Aug, Nov, Feb, May) \$ _____
Scrap Tire Disposal Account Fund Grants (if applicable: Jul and Jan) \$ _____
Scrap Tire Cleanup Reimbursements from DEQ: \$ _____
Scrap Tire fees collected: \$ _____
Total Revenue: \$ _____

80. Scrap Tire Management Program - Expenditures July 1, 2020 - June 30, 2021

FY contract cost for disposal/processing: _____
FY contract cost for shipping - if known: _____
Additional scrap tire management program costs: _____ describe: _____
Total Expenditures: _____
Contract cost per ton for disposal/processing: _____

81. Scrap Tire Disposal/Processing Company

Company Name: _____ Phone: _____ Email: _____
Physical Address: _____

82. If scrap tires were not hauled off site for treatment or disposal in a tire monofill, were they cut and disposed of in a MSW landfill? Yes No If yes, how many tons? _____

83. Suggestions for scrap tire disposal tax proceeds distribution alternatives: _____

84. Scrap tire management program limitations, other than money: _____

MANAGEMENT OF ABANDONED MANUFACTURED HOMES BY COUNTIES

85. Has your county considered whether to implement a program for the management of abandoned manufactured homes? Yes No
If yes, has your county developed a written plan for the management of abandoned manufactured homes? Yes No

Part IX. Disaster Preparedness - COUNTIES and MUNICIPALITIES

TEMPORARY DISASTER DEBRIS STAGING SITES

86. Does your local government have a plan in place for management of disaster debris? Yes No
 If yes, indicate if the plan is a stand-alone plan or in conjunction with local government agencies: Stand-alone In conjunction

87. If you indicated having a plan, has the plan been reviewed by N.C. Emergency Management or FEMA to ensure it meets the basic requirements for public assistance reimbursement in a declared disaster event? Yes No

88. Please list the name, contact numbers(s), and e-mail address of the person(s) in charge of the disaster debris management program for your local government:

Name: _____	Name: _____	Name: _____
Phone: _____	Phone: _____	Phone: _____
E-mail: _____	E-mail: _____	E-mail: _____

89. Please list the temporary disaster debris staging sites in your county or municipality which have been reviewed for conflicts with the Natural Heritage Program (NHP) and the State Historic Preservation Office (SHPO) through coordination with the Solid Waste Section. *Please note that the vetting of a site prior to a disaster is advantageous to local governments because a staging site which is found to have impacted federal or state resources after a disaster may cause difficulty for local governments when attempting to obtain FEMA reimbursement. Attach extra sheets, if needed.*

Disaster Site #	Site Name	Disaster Site #	Site Name

90. Does your plan address the management of: Household hazardous waste Mass animal mortality
 Abandoned vessels White goods

91. Does your plan include coordination with NC DOT on clearing roads and waste in the right of way? Yes No

Part X. Comments

Use this section to elaborate on any info provided in your report as necessary. Have there been major changes to your recycling or solid waste program since last year? Do you expect upcoming changes to your programs? How were your programs affected by COVID-19? Do you have new or updated ordinances that affect your programs? You may submit additional sheets if needed.

This form is to be submitted electronically. If you require assistance, please contact one of these NC DEACS staff members:

Tara Nattress, email: tara.nattress@ncdenr.gov phone 919-707-8123
 Carol Abken, email: carol.abken@ncdenr.gov phone: 919-707-8138

THIS FORM IS DUE SEPTEMBER 1, 2021

The Division of Environmental Assistance and Customer Service Local Government Assistance Team is ready to assist you in any way we can. Please visit <https://deq.nc.gov/conservation/recycling/local-government-recycling-assistance> or e-mail us at Lgteam@ncdenr.gov



BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

September 14, 2021



Agenda Item C-4

Town Manager's Report

Greenwood Park Stream Restoration Project

We received approval from the State to proceed with the Greenwood Park stream restoration project last week. The project falls under the bid threshold for formal bidding allowing the Town to proceed with an invited bidders' list. Our consultant has reached out to several contractors that specialize in this type of work. We will hold a pre-bid meeting on Tuesday, September 28th and open bids on Tuesday, October 5th. We anticipate providing a recommendation to the Board of Commissioners at the October 12th meeting. Please note, if the Board awards the project that evening, it must do so contingent to NC Division of Water Infrastructure approval as they will still be reviewing the bid proposal as well.

Stormwater Project Planning

Town staff met with one of our on-call stormwater consultants, McGill, in early September to review the Town's next planned projects. These include an area on Park Road where a cross-connection pipe will be upfitted and replaced. An additional focus is the general drainage area from Stuyvesant Road north to the five-point intersection with Lone Pine and Vanderbilt Roads, then continuing west on Vanderbilt Road into Rosebank Park. This area encompasses two of ten stormwater master plan projects. We hope to have a concept plan for design work on this project before the end of the year.

National Night Out – Tuesday, October 5th

The Police Department's National Night Out event was cancelled in early August due to heavy rains. Many agencies, along with BFPD, rescheduled their event for the first Tuesday in October. Chief Beddingfield has many local partners lined up to participate in this year's event, as well as music and entertainment for the whole family. More information will be provided to residents via the newsletter, website, and CodeRED prior to October 5.

Local Government Retirement (LGERS) Census Requirement

A new audit requirement for fiscal year 2021 is an examination of the Town employees' census data and underlying payroll records. This work is being conducted for the Town by our auditor, Carter P.C. Carter has performed this work and provided the attached Independent Accountants' Report. The Report founds the Town's census data was presented accurately and completely in accordance with the Local Government Retirement System's handbook. Representatives from Carter, P.C. are

scheduled to attend an upcoming Board meeting to discuss the FY21 Financial Statements and can answer additional questions regarding the attached report then if necessary.

Town Traffic Study

Town staff anticipates moving quickly with the Town traffic study over the next month. The study will provide actionable items for the Board to consider related to traffic concerns (both vehicular and pedestrian) received over the past several years. This traffic study will be more encompassing than prior studies.

Upcoming Planning Commission Work

The Planning Commission will begin work on Phase 2 of the 160-D requirements in the next few months. As a reminder, this work is largely focused on the development of a comprehensive plan for the Town. The Planning Commission will meet the fourth Tuesday of each month at 5:30 p.m. (unless changed). It is likely public meetings and survey work will be conducted to assist with the formal development of the Comprehensive Plan. Plan adoption is required no later than July 1, 2022.



**TOWN OF BILTMORE FOREST,
NORTH CAROLINA**

Examination of Employee Census Data

Year Ended December 31, 2020



16 Biltmore Ave., Suite 200 | Asheville, NC 28801 | 828.259.9900
1043 East Morehead St., Suite 101 | Charlotte, NC 28204 | 704.676.6335
220 North Main St., Suite 315 | Greenville, SC 29601 | 864.203.8781

INDEPENDENT ACCOUNTANTS' REPORT

To the Honorable Mayor
and Members of the Board of Commissioners
Town of Biltmore Forest, North Carolina

We have examined the employee census data and related underlying payroll records of Town of Biltmore Forest, North Carolina for the year ended December 31, 2020 to determine that the employee census data provided to the Local Governmental Employees' Retirement System is complete and accurate based on the criteria set by the Retirement System's Handbook revised January 2019. Our responsibility is to express an opinion on the employee census data based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the employee census data is in accordance with the criteria set by the Retirement System's Handbook revised January 2019, in all material respects. An examination involves performing procedures to obtain evidence about the completeness and accuracy of the employee census data. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the employee census data, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the employee census data for the year ended December 31, 2020 referred to above, is presented completely and accurately based on the criteria set by the Retirement System's Handbook revised January 2019, in all material respects.

This report is intended solely for the information and use of Town of Biltmore Forest's management, members of the Board of Commissioners, the North Carolina Department of State Treasurer, and the North Carolina Office of the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

CARTER, P.C.

Asheville, North Carolina
September 3, 2021

BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

September 14, 2021



Agenda Item D-1

Mini-Brooks Act Project Exemptions

Background

Procuring professional services, such as engineers, surveyors, and architects, requires the Town to follow guidelines set forth in NCGS 143-64.31. This statute, known colloquially as the Mini-Brooks Act, requires the selection of these services based on professional qualifications and not price. The Town has followed these statutes most recently when advertising for an architect for the Public Works Building, requesting qualifications for our stormwater on-call engineering services, or hiring the construction manager at risk for the Public Works project.

Some projects, however, are exempt from this requirement if they fall under a \$50,000 cost estimate. NCGS 143-64.32 provides the mechanism for this exemption. Governing body resolutions are not a requirement, but the UNC School of Government recommends a formal resolution as a means of explaining the reason for the exemption. The statute does require the exemption be noted in writing, and a formal resolution from the Board accomplishes this requirement while ensuring accountability in the process. The Town has two such projects to undertake that qualify for this exemption.

Projects for Exemption

Tributary to Fourmile Branch Restoration Project

The first is a streambank restoration along an unnamed tributary of Fourmile Branch. This area is adjacent to Cedar Hill Drive, just southwest of the intersection of Hemlock Road. The Town recently completed a stormwater improvement project west of this property closer to the intersection of Cedar Chine. This project's purpose is not necessarily related to stormwater piping, but rather, to restore the streambank adjacent to Cedar Hill and ensure the road does not become compromised from further drainage and erosion. The estimated cost for design and the entirety of the project is \$49,800 based on an hourly fee basis that would take the project through construction. The Town has identified Jennings Environmental for this work. The FY22 budget included engineering funds for this project. NOTE: this does not include the construction portion of the project, which would be bid as required by state law subsequently.

Town Traffic Study

The Board directed staff to identify a process and conduct a town wide traffic study. J.M. Teague Engineering has performed two site-specific traffic studies for the Town in the past several

years and is a good fit for this project. The proposed cost for this work is well under the required statutory limit and is funded from the streets engineering line item. Staff recommends utilizing J.M. Teague for this project.

Resolutions Exempting Projects

The above information is provided in conjunction with the next two agenda items. Each resolution would provide an exemption from the Mini-Brooks Act and allow the Town to proceed with these professional services companies.

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

September 14, 2021



Agenda Item D-2

Resolution 2021-10

**A Resolution Exempting Tributary to Fourmile Branch
Stabilization Project**

Background

As noted in the prior memorandum, state law allows the Town to exempt itself from the Mini-Brooks Act for specific projects. The attached resolution formally states this exception for the record.

Recommendation

Staff recommends approval of this resolution.

STATE OF NORTH CAROLINA)
)
COUNTY OF BUNCOMBE)

TOWN OF BILTMORE FOREST
BOARD OF COMMISSIONERS

RESOLUTION 2021-10

**Resolution Exempting Unnamed Tributary to Fourmile Branch Stream
Restoration Project from NCGS 143-64.31**

WHEREAS, G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee;

WHEREAS, the Town proposes to enter into one or more contracts for design services for work on a project titled Unnamed Tributary to Fourmile Branch Stream Restoration; and

WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

WHEREAS, the estimated fee for design services for the above-described project is less than \$50,000.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF
BILTMORE FOREST RESOLVES:**

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.

Section 2. This resolution shall be effective upon adoption.

ADOPTED, this the 14th day of September, 2021.

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

Laura M. Jacobs
Town Clerk

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

September 14, 2021



Agenda Item D-3

Resolution 2021-11

A Resolution Exempting Town Traffic Study Project

Background

As noted in the prior memorandum, state law allows the Town to exempt itself from the Mini-Brooks Act for specific projects. The attached resolution formally states this exception for the record.

Recommendation

Staff recommends approval of this resolution.

STATE OF NORTH CAROLINA)
)
COUNTY OF BUNCOMBE)

**TOWN OF BILTMORE FOREST
BOARD OF COMMISSIONERS**

RESOLUTION 2021-11

Resolution Exempting Town Wide Traffic Study Project from NCGS 143-64.31

WHEREAS, G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee;

WHEREAS, the Town proposes to enter into one or more contracts for design services for work on a project titled Town Wide Traffic Study; and

WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

WHEREAS, the estimated fee for design services for the above-described project is less than \$50,000.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF BILTMORE FOREST RESOLVES:

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.

Section 2. This resolution shall be effective upon adoption.

ADOPTED, this the 14th day of September, 2021.

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

Laura M. Jacobs
Town Clerk

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

September 14, 2021



Agenda Item D-4

Resolution 2021-12

**A Resolution of Appreciation for Planning Commission
Member Marjorie Waddell**

Background

Ms. Marjorie Waddell has served on the Town's Planning Commission since 2013. Ms. Waddell is stepping down from the Commission. This resolution thanks Ms. Waddell for her service to the Town and acknowledges her dedication on behalf of all Town citizens.

STATE OF NORTH CAROLINA)
)
 COUNTY OF BUNCOMBE)

TOWN OF BILTMORE FOREST
 BOARD OF COMMISSIONERS

RESOLUTION 2021-12

**RESOLUTION HONORING THE SERVICE OF
 MS. MARJORIE WADDELL ON
 THE TOWN'S PLANNING COMMISSION**

WHEREAS, Ms. Marjorie Waddell has faithfully served the Town of Biltmore Forest as a member of the Planning Commission for eight years; and

WHEREAS, the Mayor and Town Board of Commissioners recognize the valuable service that Ms. Waddell has provided to the Town; and

WHEREAS, the Mayor and Town Board of Commissioners take this opportunity to express their thanks and gratitude to Ms. Waddell for her dedication to the Town.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Town Board of Commissioners express their appreciation for the outstanding manner in which Ms. Waddell performed her duties and for her dedication to the Town as a member of the Planning Commission.

This the 14th day of September, 2021.

George F. Goosmann, III
 Mayor

Attest:

Laura Jacobs
 Town Clerk

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

September 14, 2021



Agenda Item D-5

American Recovery Plan Funding Update

Background

In July, the Town Board of Commissioners drafted a resolution of acceptance for funds from the American Recovery Plan. The Board adopted a Capital Project Ordinance in August acknowledging receipt of the first installment of funding. The total funding provided to the Town will be \$451,275.58 – half of this was received in mid-August.

Funding Update and Spending Plan

Staff, and many local government partners, anticipated receiving final guidance for spending by the end of August. As of this writing, the United States Treasury Department has yet to release final guidance. The Town is under no obligation to expend these funds immediately, particularly after adopting the capital project ordinance which allows funds to be carried over from fiscal year to fiscal year. The only obligations we have at this time is to submit quarterly reports regarding any funds expended – the first such report is due October 31, 2021. Because we have yet to receive final guidance, my recommendation is we hold off on making a firm commitment to spending priorities with these funds. I continue to anticipate funds will be used for stormwater and employee needs associated with Covid-19, but would prefer to have final guidance before making more formal budget amendments and decisions within this capital project ordinance.

However, this does not preclude the Board from providing recommendations or suggestions as to the use of these funds, and I would welcome these recommendations. Please feel free to let me know if you have questions or other thoughts related to these funds and we will continue to investigate allowable expenditures that may fit within these priorities.

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

September 14, 2021



Agenda Item D-6

Tropical Depression Fred Impacts and Disaster Funding

Background

In mid-August, Tropical Depression Fred came through Western North Carolina and left significant damage. The Town was fortunate we did not experience the disastrous impacts nearby local governments and communities experienced. We did have many downed trees along Town streets and costs associated with that cleanup.

Disaster Declaration and Reporting

Mayor Goosmann authorized the Town's inclusion in a State of Emergency order from Buncombe County. This allowed the Town to be eligible for disaster funding upon formal declaration. Governor Cooper has made several visits to the area, and President Biden declared a formal disaster on September 7th. This disaster declaration allows the Town to request reimbursement for funds spent during the emergency. The attached memorandum from Public Works Director Harry Buckner was provided last Friday, September 3, to local and state emergency managers. We are hopeful these funds will be eligible for reimbursement. Please let me know if you have any questions regarding the Town's request or need additional information.

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: Justin Lea, Recovery Specialist, FEMA Region IV
Joe Stanton, Assistant Director – Recovery, NCDPS Emergency Management
Angie Ledford, MPA, CEM, CFM, Buncombe County Emergency Management Division

CC: Jonathan Kanipe, Town Manager

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

Re: Tropical Storm Fred Storm Clean-up

Date: September 3, 2021

All:

As you are aware, Tropical Storm Fred passed through Western North Carolina on August 16-17, 2021. Fortunately impacts to the Town of Biltmore Forest were not as severe as many of our neighbors, but our Public Works Department did expend a significant amount of effort responding to downed trees during this period of time. We recorded a total of 11 downed trees that were removed by Public Works staff directly as a result of this storm event, because they were blocking Town roadways or rights of way. This resulted in our collection and disposal of approximately 150 cubic yards (approximately 30 tons) of storm debris on August 18 and 19.

In order to estimate our cost, we used our recently completed and submitted 2020-2021 Solid Waste and Materials Management Annual Report data. This state-required report summarizes all annual costs to run our brush collection and disposal program for the year and unitizes the amount based on the total amount of brush disposed of. The average cost per ton in FY20/21 for this program was \$51.56 per ton. Extrapolating this unit cost to the extra volume handled that can be directly attributable to this event (30 tons x \$51.56/ton) equates to a total cost of \$1,546.80.

Please let us know if you need any additional information or backup documentation. We hope this information is helpful to you as you respond to this natural disaster.