

**MINUTES OF MIDWAY TOWN COUNCIL SPECIAL MEETING HELD ON MAY 12, 2015 AT 6:00 P.M. AT TOWN HALL, 125 GUMTREE ROAD, MIDWAY, NORTH CAROLINA**

**CALL TO ORDER**

Mayor Pro-Tem Mike McAlpine called the meeting to order.

Councilors present were: Mike McAlpine, John Byrum, Robin Moon and Todd Nifong. Absent: Mayor Norman Wilkes and Councilor Keith Leonard. Town Manager Ryan Ross was present. Town Attorney Jim Lanik and Town Clerk Linda Hunt were absent.

Also in attendance was Jackie Edwards who serves on the House Renovations Committee.

Proper notice of the Special Meeting was given as required by law.

No members of press were in attendance.

**PROPOSAL FROM YALE SYSTEMS, LLC – AUDIO AND VISUAL EQUIPMENT, SECURITY SYSTEMS AND COMPUTER NETWORK FOR TOWN HALL**

Mayor Pro Tem Mike McAlpine announced that Councilor Keith Leonard was unable to attend the special meeting but Councilor Leonard had submitted a list of his questions/concerns regarding the audio/visual equipment as well as the outdoor security cameras that hopefully will be addressed during the discussion of the proposal.

Councilor Todd Nifong, who represents the Town as the agent to work with Thomas General Construction, LLC, took the floor to lead the discussion regarding the proposal submitted by Bruce Yale of Yale Systems, LLC. Councilor Nifong stated that at the last regular Town Council meeting on May 4, 2015 Mr. Yale presented Council with a proposal for audio/visual equipment, security systems, and computer network that he felt would be needed for the new Town Hall. The proposal was broken down into four categories: 1) Sound and Video Systems for the Meeting Rooms, 2) Alarm System, 3) Camera System, and 4) Computer Network. Items listed under each category are as follows:

**Sound and Video Systems for the Meeting Rooms**

- 1 Sound Processor
- 8 Council Mics
- 2 Guest Mics
- 12 Ceiling speakers, 6 per room
- 2 Amplifiers
- 2 Fixed Screens, 1 per room
- 2 Video Projectors, 1 per room
- 2 47" LCD TVs, 1 per room
- 2 HDMI Computer Inputs
- 1 Video Matrix Processor
- 1 Smart Remote Controller
- 2 2 Cameras for Overflow, 1 per room
- 1 Surgex Surge Protection

Total Cost - \$42,700.00

**Alarm System**

- 4 Door Contacts
- 4 Motion Detectors

- 7 Smoke Detectors
- 1 Keypad

Total Cost - \$1,900.00 (includes monitoring for one year)

Camera System

- 1 8 Channel DVR
- 6 Cameras (Front Entrance, Front Parking, Meeting Room 1, Meeting Room 2, 2 on Back of Building)
- 1 Power Supply

Total Cost - \$4,500.00 installed.

Computer Network

- 3 HP All in One Workstations
- 2 HP Business Class EliteBook Laptops
- 1 HP Business Class Rack Mount Server
- 1 HP Procurve Network Switch
- 1 Firewall/Router/VPN
- 1 Uninterruptable Power Supply System
- 1 Wireless Access Point Setup for Private/Guest Access
- 1 Comm Rack for Equipment
- 5 Office 2013 Home/Small Business Software
- 1 Windows Server 2012 R2 Standard License
- 1 GovRecorder Software (1 PC License)
- 7 Network Outlets
- 1 Setup/Configuration/Programming Server/Firewall

Total Cost - \$11,850.00

All electronic components and installed systems are warranted against defects of material and workmanship under normal use for a period of one year. Some of the manufacturer's warranties may be no longer than one year. Misuse, abuse, and events beyond our control are specifically exempted.

Mayor Pro Tem Mike McAlpine and Councilors Byrum, Moon and Nifong were all in agreement with the equipment as proposed for the Alarm and Camera Systems.

Discussion on the items listed under Category 4 – Computer Network resulted in with the following changes to be considered:

- Reduce number of all-in-one workstations from 3 to 1. The Town already owns one.
- Reduce number of laptops from 2 to 1
- Eliminate GovRecorder Software
- Determination of actual number of Office 2013 Home/Office Software packages needed. Possibly 2 vs. 5 that is proposed
- Check on number of network outlets needed

Discussion on Category 1 – Sound and Video Systems for the Meeting Rooms:

- Increase number of microphones in Council room from 8 to 9 (Council and staff)
- Reduce number of guest microphones from 2 to 1
- Video recording of Town Council meetings eliminated
- Check on ceiling speakers. Can number be reduced?

Councilor Nifong said Council needs to be mindful of the timeframe for completion of the renovations, pointing out that delays just keep the project from moving forward.

Mayor Pro Tem Mike McAlpine reiterated his concern about the high cost of the audio/video system and he said he was interested in finding out if there is anything on that list that could be eliminated and reduce that cost. He asked about the possibility of getting another quote on needed equipment from an independent service provider.

Councilor Byrum said he understood and was in agreement with the suggestion that the Town contact another vendor to get a second quote on the needed equipment for Town Hall before Council makes a decision. He said he would like to know what is “must have” and what is “variable”.

Councilor Nifong asked the question if another installer is found who can provide the services and equipment needed at significantly less money, would Council be willing to delay the entire project three or four weeks if the work could not be done before then.

Council determined that more input is needed on the audio/visual and computer network categories before a decision can be made. It was the consensus of Council to get another estimate for the audio/visual equipment, alarm and security systems, and computer network before proceeding further.

#### **PROPOSED BUDGET FOR FISCAL YEAR 2015-2016**

Town Manager Ryan Ross provided Council with a revised draft of the proposed budget for Fiscal Year 2015-2016, pointing out that the total amount of the budget was highlighted in green and changes made were highlighted in gray.

Changes in the revised proposed budget were as follows:

▪ Remodeling of House for Town Hall	\$200,000
▪ Supplies/Equipment	20,000
▪ Furnishings	60,000
▪ Security and Audio/Visual	65,000
▪ Site Preparation/Parking	175,000
▪ Landscaping	50,000

The revised budget as proposed totals \$2,446,900.

Following discussion by Council, no additional changes were made to the proposed budget

#### **RECESS TO CLOSED SESSION**

On motion by Councilor John Byrum, seconded by Councilor Todd Nifong, Council voted unanimously to recess to closed session in accordance with NCGS 143-318.11(a)(6) for personnel matters

#### **RECONVENE TO OPEN SESSION**

On motion by Councilor Robin Moon, seconded by Councilor Todd Nifong, Council voted unanimously to reconvene to open session.

#### **ADJOURNMENT**

On motion by Councilor John Byrum, seconded by Councilor Robin Moon, Council voted unanimously to adjourn the meeting.

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Mike McAlpine, Mayor Pro Tem

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Ryan Ross, Town Manager/Deputy Clerk