

MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON JULY 16, 2018 AT 7:00 P.M. IN THE COUNCIL CHAMBER AT MIDWAY TOWN HALL, 426 GUMTREE ROAD, MIDWAY, NORTH CAROLINA

CALL TO ORDER

Mayor Pro Tem Mike McAlpine called the meeting to order and welcomed everyone present.

Mayor Pro Tem Mike McAlpine gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Councilors present were: Mike McAlpine, Todd Nifong, Robin Moon and Jackie Edwards. Absent: Mayor John Byrum, Councilor Keith Leonard.

Interim Town Manager/Town Clerk Linda Hunt and Town Attorney Jim Lanik were present. Absent: Deputy Clerk Tammy Robertson.

Mayor Pro Tem Mike McAlpine introduced Marty Marion, Architect with Metropolis Architecture. Mr. Marion introduced Matthew Draughn, who also works with Metropolis Architecture and Charles Bowman, Structural Engineer with CB2 Structural Engineers. Town Council approved a contract with Metropolis Architecture at their June 4, 2018 Town Council regular meeting for the construction of the Midway Town Park.

Mayor Pro Tem acknowledged Judge April Wood who was in attendance.

Each Councilor had been furnished an agenda prior to the meeting.

No members of press were in attendance.

APPROVAL OF MINUTES

On motion by Councilor Jackie Edwards, seconded by Councilor Robin Moon, Council voted unanimously to approve the minutes of the June 4, 2018 Town Council Regular meeting as presented.

PUBLIC ADDRESS

There were none.

ADOPT AGENDA

On motion by Councilor Todd Nifong, seconded by Councilor Jackie Edwards, Council voted unanimously to adopt the agenda as presented.

REGULAR BUSINESS

GRANT REQUEST – OAK GROVE HIGH SCHOOL ATHLETIC BOOSTER CLUB – CONSTRUCTION OF FOUR BLOCK BASEBALL/SOFTBALL DUGOUTS

Mr. Stan Smith, Athletic Director for Oak Grove High School, introduced Athletic Booster President Kip Childress and Athletic Booster Vice President Bobby Mills.

Mr. Smith presented a proposal for a grant to benefit the construction of four (4) block baseball/softball dugouts for Oak Grove High School at a cost of \$26,000. Mr. Smith stated that during the construction of Oak Grove High School, funds were cut for various projects, one being the block dugouts. During the 2017-2018 baseball/softball season, the teams operated with chain length fences which is not typical of a high school setting.

Mr. Smith said that the Boosters are happy to build the dugouts and have raised money through fundraisers, sponsorships, concessions, a 5K race and golf tournament. Currently, the Booster's have \$19,676.74 in the bank with no more income anticipated until August 2018. The Boosters will need approximately \$5,000 to begin operations in August for fall sports. The cost of each dugout is projected to cost \$6,500 for a total cost of \$26,000 for four dugouts.

Mr. Smith said that Justin Morgan of J. Morgan Builders has been contracted to build the dugouts and construction should begin in September and be completed by December 2018. The Boosters have taken the architectural plans that were submitted by Samet Corporation that also contained a field house and bathrooms and have scaled back the plans in order to just build the block dugouts which are a basic necessity to protect the athletes from the elements. Mr. Smith stated that other amenities could be built in the future.

After the initial \$5,000 startup costs for concessions and associated costs for fall sports, the Boosters anticipate running approximately \$12,000 short of what they will need to complete the dugout project. Mr. Smith said that in addition to requesting \$5,000 from the Town of Midway, the Boosters are also requesting \$5,000 from the Town of Wallburg. This money, along with the money they hope to receive by being a 501(c)(3) non-profit organization, should enable them to begin construction in September and pay the upfront costs. By the time the construction is completed in December, the Boosters will be able to pay the remaining balance.

Councilor Robin Moon asked how many estimates were received on the project. Mr. Smith stated that the Boosters reached out to three contractors and multiple structural engineers. Mr. Smith said that they will be able to use the original structural plans from Samet Corporation. Motsinger Block will be donating the block for the project. Of the contractors contacted, Justin Morgan was very receptive and willing to help the Boosters with the project, including help with financing if needed.

Councilor Todd Nifong thanked Mr. Smith for providing the financial information and stated that he is a baseball fan and in total support of the project.

Mr. Smith stated that Oak Grove is a great community with the Towns of Midway and Wallburg coming together to support them.

On motion by Councilor Jackie Edwards, seconded by Councilor Todd Nifong, Council voted unanimously to grant \$5,000 to Oak Grove High School Athletic Booster Club for the construction of four baseball/softball dugouts.

PRESENTATION – IT SERVICES – JOHN ESTEP WITH ONE STEP COMPUTER SOLUTIONS

John Estep with One Step Computer Solutions presented to Council two proposals for IT services for the Town's computer system. The first proposal contains recommendations for improvements to the Town's current system and the second proposal is the quote on Mr. Estep's fees based on forty hours of service.

After observing the Town's computer system the following recommendations were made by Mr. Estep:

- **Firewall:** Mr. Estep was informed by the Town's Website Designer that the firewall would not work correctly, so he had removed it from the network. Mr. Estep would like to try to get it working if possible.
- **Printer/Copier:** Currently being used through a wireless adapter. Mr. Estep recommends hardwiring it to the network.

- **Microsoft Office 365 Licensing:** The Microsoft policy requires one user up to five devices. License can be obtained through a subscription or purchased outright.
- **Battery Backup:** A battery backup needs to be installed on each computer. The batteries have been ordered by the Town's Website Designer Rick Zebra Designs.
- **File Backup:** Currently, there is no off site backup. It is very important that one is in place. For the time being, Mr. Estep recommends a local hard drive that can be stored in a fire safe when not in use. A manual backup is recommended three times per month.
- **Switch:** Mr. Estep would like to install a larger switch within the next six months. It will be needed in the future in order to expand on the current network.

The second proposal is the quote on Mr. Estep's fees based on forty hours of service which contains:

- Emergency on site fee (Same day not previously scheduled) \$70.
- Non-emergency or standard on site fee (previously scheduled) \$50.
- On-site service will be billed with a one hour minimum and will be subtracted from the agreement hours purchased.
- Remote service will be billed with a one hour minimum and will be subtracted from the agreement hours purchased.
- Phone service will be billed with a fifteen minute minimum and will be subtracted from the agreement hours purchased.
- Hours must be used within one year from the date of signing, unless rolled over into a new agreement before expiration of that agreement. Hours rolled over must be less than total hours purchased through new agreement.

Contract Proposal

Hours	40
Rate	\$70
Price	\$2,800
Tax	\$189
Total	\$2,989

Councilor Jackie Edwards asked Mr. Estep about the switch and the need for another one. Mr. Estep stated that the ports on the current switch are full and some are even broken. Once the ports are full, nothing else can be added to them. Therefore, within the next six months, a larger switch should be installed in order to expand the current network.

Councilor Robin Moon questioned the need for a subscription on the firewall. Mr. Estep said that currently a subscription is not necessary. A subscription is only necessary if trying to access from outside of the building. The firewall is currently not working and needs troubleshooting to determine why it isn't. Councilor Moon said there obviously is a need for a firewall or one would not have been installed. Mr. Estep will look further into the issue.

Councilor Moon asked if the printer/copier is working and Interim Town Manager Linda Hunt responded that it is. At times, the copier needs to be unplugged and plugged back in order to reset it. Mr. Moon said that if the copier has to be reset then it needs to be corrected. Mr. Estep said that the scanner is being used through a wireless adapter and will not work properly unless it is hardwired to the network. Basically, a network was added and downed as wireless to an older system that was designed to be plugged in. Right now, it is acting as a band-aid. To remedy the problem, a simple network cable drop can be added so that it can be plugged into the outlet.

Councilor Moon asked Mr. Estep about the Microsoft Office 365 licensing and the pros and cons of owning versus subscribing to the service. Mr. Estep stated that Office 365 is updated every three years and the advantage of subscribing to the service is that the computers would always be updated. By subscribing now, the computers would receive Office 2019 versus buying Office 2016, which is not a subscription model. Mr. Estep would also like to link the subscription to the Town's emails if possible because money can be saved by doing so. The Town currently has a lower end email subscription. A higher end subscription would provide emails and Office.

Mayor Pro Tem Mike McAlpine asked if the forty hour quote on his fee is for one year. Mr. Estep responded by saying yes, it is for one year but unused hours can be rolled over if the contract is extended for a second year.

Councilor Todd Nifong asked Mr. Estep to distinguish between an emergency and non-emergency on site rate. Mr. Estep stated that an emergency rate will be accessed if he has to attend to a service call on the same day of the call.

Councilor Nifong asked about a hard drive backup versus cloud backup. Mr. Estep responded by saying that the Town's computer system currently has no backup. Cloud could be crypted for the Town's needs and stored with David Chambers in Winston Salem. Mr. Estep feels that it is much safer to store information locally than shipping and storing information elsewhere. Mr. Estep also recommends a manual backup approximately three times per month along with the off-site backup. Mr. Estep stated that seventy-three percent (73%) of people believe their files are backed up actually are not.

Town Attorney Jim Lanik stated that he would like to have more firm pricing from Mr. Estep on the equipment rather than estimates and a better estimate on service times in order to fit the proposal into the Town's Independent Contractor Agreement.

Mr. Estep stated that the cost of labor to install the equipment would be subtracted from the initial forty hours service fees.

For information only.

PARK UPDATE

Mayor Pro Tem Mike McAlpine, Chairman of the Park Committee, gave an update on the progress of the Midway Town Park. Mr. McAlpine stated that currently, he is waiting on comments and recommendations from the Department of Environmental and Natural Resources (DENR) on the park's erosion control plan that was submitted on behalf of the Town by the Wooten Company. Once the plans are approved, they will be submitted to contractors for bidding for the construction of the walking trails.

For information only.

TOWN MANAGER'S REPORTS

MONTHLY FINANCIAL REPORT

Interim Town Manager Linda Hunt provided Council with monthly financial reports for June 30, 2018 as follows:

JUNE 30, 2018

Total Income	\$ 1,553,909	104.8 % of overall budget
Total Expenses	\$ 896,687	81.5 % of overall budget

For information only.

NCDOT INFORMATIONAL MEETING – HICKORY TREE ROAD WIDENING PROJECT – MONDAY, JULY 30, 2018 AT MIDWAY UNITED METHODIST CHURCH

The NCDOT will hold an informal drop-in-style meeting to discuss the Hickory Tree Road Widening Project on Monday, July 30, 2018 at Midway United Methodist Church.

Reminder only.

RECESS TO CLOSED SESSION

On motion by Councilor Todd Nifong, seconded by Councilor Jackie Edwards, Council voted unanimously to recess to closed session in accordance with N.C.G.S. 143-318.11(a)(3) to discuss matters pertaining to attorney – client privilege.

(Mayor Pro Tem Mike McAlpine called for a ten-minute recess.)

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

On motion by Councilor Jackie Edwards, seconded by Councilor Todd Nifong, Council voted unanimously to adjourn the meeting at 8:23 p.m.

Mike McAlpine, Mayor Pro Tem

Linda A. Hunt, Town Clerk