

July 7, 2020 (Special)

**MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING**

Both Burke County and the State of North Carolina had previously declared a state of emergency which was ongoing as of July 7, 2020 due to the global COVID-19 pandemic. Following the N.C. Governor's Executive Order limiting mass gatherings and to protect the health of all meeting participants, the Burke County Board of Commissioners' held their special meeting on July 7, 2020, at 4:00 p.m., virtually, via Zoom, a meeting / teleconferencing platform with simultaneous communication. The special meeting notice was executed by the Chairman and published on July 1, 2020. The purpose of the special meeting was to approve a contract for a proximity card door entry system, to authorize the County Manager to execute the contract and to grant authority to the County Manager to execute other contracts that exceed his signing authority that utilize Coronavirus Relief Funds (CRF). The Commissioners, the County Manager, the County Attorney, the Deputy Clerk and County staff as well as any citizens that joined the virtual meeting, could hear, and see one another for the duration of the meeting. Citizens that joined by telephone, could only hear the meeting. Citizens were also invited on July 1, 2020 to watch a live stream of the meeting on the County's YouTube channel, BurkeCountyNC or view the meeting later on the local cable systems. During the meeting, the Deputy Clerk shared the agenda item on his computer screen so that meeting participants could see the item being discussed and the agenda, in its entirety, was posted to the County's website, www.burkenc.org, several days prior to the meeting as usual. A verbal roll call was conducted.

COMMISSIONERS PRESENT: Johnnie W. Carswell, Chairman
Scott Mulwee, Vice Chairman
Wayne F. Abele, Sr.
Jeffrey C. Brittain
Maynard M. Taylor

STAFF PRESENT: Bryan Steen, County Manager
Margaret Pierce, Deputy County Manager/Finance Director
J.R. Simpson, II, County Attorney
Lance Riddle, Exe. Assistant to the Co. Mgr. / Deputy Clerk

STAFF ABSENT: Kay Honeycutt Draughn, Clerk to the Board (Vacation.)

CALL TO ORDER

Chairman Carswell called the meeting to order at 4:00 p.m.

APPROVAL OF THE AGENDA

Motion: To approve the agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

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ITEMS FOR DECISION

FINANCE - APPROVAL OF CONTRACT FOR PROXIMITY CARD ENTRY

Margaret Pierce, Deputy Co. Manager/Finance Director, reported as part of the County's effort to reduce the spread of COVID-19, approximately 140 door locks are proposed to be converted to proximity card entry systems. This will increase employee safety now and in the future. Sage Security currently manages the systems at the Sheriff's Office, Courthouse, Human Resource Center, Register of Deeds and the 911 Center. To maintain consistency, she said Sage Security is recommended to install and maintain the entire system. Further, the total project estimate is \$400,000 for locks, card readers, cards, door frame changes, door changes, and installation. Twelve months after installation, charges for monthly maintenance for all County buildings will begin. The maintenance amount is estimated at \$4,500 per month to start in the fall of FY 21-22. Budgetary Effect: Coronavirus Relief Funds (CRF) received due to COVID-19 will enable provision of the project. The FY 21-22 budget will need to include funds for monthly maintenance.

Note: The contract was not available at the time of agenda distribution. Authority is requested for the County Manager to execute additional contracts over \$90,000, if any, utilizing CR funds.

Chairman Carswell opened the floor for questions or comments from the Board. Commissioner Taylor commented on the exorbitant price of the door locks. In response, Ms. Pierce advised that Sage Security personnel and county staff inspected every door in every county building. Some doors will have to be replaced, while others can be modified. Some door jams will have to be replaced and some of the existing electronic door locks were outdated and will be upgraded to match the new ones. Pierce further advised that Sage Security will create a master key system that will be extremely beneficial in a crises situation or power outage and that high security areas like the narcotics room, will have additional security features. She also responded to additional questions or comments from Commissioner Taylor concerning competitive bidding and noted that bids were not solicited to keep from potentially having two (2) vendors providing security services. County Manager Steen also addressed a question from Commissioner Taylor concerning the suggested motion giving him the authority to approve additional contracts over his limit that utilize Coronavirus Relief Funds. Commissioner Taylor advocated that the Board should approve any additional contracts and requested a brochure on the security system. County Manager Steen also responded to questions from Chairman Carswell and Vice Chairman Mulwee about the motion for additional contract approval authority and advised that the motion could be removed if it makes the Board more comfortable. He further reported on the eligibility review process and time constraints associated with utilizing Coronavirus Relief (CR) Funds. In response to an inquiry from Commissioner Brittain, Ms. Pierce explained how this project is applicable to reducing the spread of the virus and protecting county employees from potential COVID-19 exposure from the public. She also commented on the amount of COVID-19 funding the County will receive in response to another question from Commissioner Taylor and she explained what else the funding can be used for as requested by Commissioner Brittain. Discussion continued and Commissioner Taylor asked to be informed as future projects / purchases are contemplated. Discussion continued about the annual maintenance cost of the proximity card/door system. With regard to time constraints, Chairman Carswell stated there is statewide competition for governmental units to spend the CR Funds and companies are operating on a first come first serve basis. In response to an inquiry from Vice Chairman Mulwee, Ms. Pierce advised that

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currently, there are no other projects that she anticipates costing over \$90,000, but there are some interior renovation projects that are being rebid because of the price and significant ranges between the low and high bidders. Commissioner Taylor reiterated his discomfort with the annual maintenance fee and the need to spend the CR Funds wisely. In closing, Ms. Pierce addressed additional questions from Commissioner Brittain concerning the possibility of discontinuing the maintenance agreement in the future. She also said she would ask the vendor for additional discounts. With there being no further discussion, Chairman Carswell called for a motion.

Motions: To approve a contract with Sage Security for installation and maintenance of a County-wide proximity card entry system in an amount not to exceed \$400,000 utilizing Coronavirus Relief Funds.

Authorize the County Manager to execute this contract on behalf of the Board, subject to review and/or revision by the County Attorney.

Authorize the County Manager to execute additional contracts greater than \$90,000 which utilize Coronavirus Relief Funds on behalf of the Board, subject to review and/or revision by the County Attorney.

RESULT:	APPROVED [UNANIMOUS] BY A ROLL CALL VOTE
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

Chairman Carswell requested that Ms. Pierce provide a list of CRF projects, ranked by importance for the Board, as well as the amount each municipality will receive at the 25 percent level. Ms. Pierce stated the new legislation requires a monthly report with the first one due on July 20. That report will be provided at the next Board meeting and she will provide the report monthly thereafter. She also addressed further questions from Chairman Carswell about the money the municipalities will receive and noted that the Federal / State requirements change frequently.

ADJOURN

Motion: To adjourn at 4:30 p.m.

RESULT:	APPROVED [UNANIMOUS] BY A ROLL CALL VOTE
MOVER:	Maynard M. Taylor, Commissioner
AYES:	Johnnie W. Carswell, Scott Mulwee, Wayne F. Abele, Sr., Jeffrey C. Brittain and Maynard M. Taylor

Approved this 20th day of October 2020.



Scott Mulwee, Vice Chairman
Burke Co. Board of Commissioners

Attest:

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Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board