



Town of Archer Lodge

AGENDA

Work Session Meeting

Monday, November 7, 2016 @ 6:30 PM

Council Chambers

Page

1. WELCOME/CALL TO ORDER:

2. ORDER OF BUSINESS:

- | | | |
|--------|------|---|
| 2 - 5 | 2.a. | Review of Edmunds & Associates Financial Software Support & Service Agreement CY2017
2017 Edmunds (MCSJ) Financial Software Support & Agreement |
| | 2.b. | Vacancy on Town Council Board |
| 6 | 2.c. | Draft - Resolution Authorizing the Surplus of Certain Personal Property
Resolution Authorizing the Surplus of Certain Personal Property-DRAFT |
| | 2.d. | FY2018 Budget Planning Session Date - February 2017 |
| 7 - 10 | 2.e. | 2017 Holiday Schedule & Tentative Meeting Schedule
2017 Holidays & Tentative Meeting Schedule |
| | 2.f. | Town Email Addresses on Website |

3. GENERAL UPDATES:

- 3.a. Echo Forest Street Info ~ Bob Clark
- 3.b. Partnership with ALCC and Archer Lodge Middle School regarding ball field lights at Archer Lodge Middle School ~ Mayor Gordon

4. ADJOURNMENT:

October 2016

Dear Client:

Thank you for selecting Edmunds & Associates, the industry leader in commitment to innovation, support services, R&D investment and client/staff education.

Regardless of whether you are a calendar or fiscal year entity, all support and license agreements are due January 3, 2017 and cover the period of January 1, 2017 through December 31, 2017.

- All attached agreements must be signed and returned prior to December 31, 2016 to avoid delays in providing support.
- If you purchased your system sometime in calendar year 2016, your support agreements have been pro-rated to the date of purchase to account for your one year of free support. If your system was purchased in 2015, and this year there is an increase, it's because your 2016 support agreement was pro-rated.
- The software support license agreement is mandatory and must be entered into for you to receive software support, system enhancements, mandated changes and updates.
- In 2017 there will be a major MCSJ Software release to version 4.1, more information is available on our website.
- Cloud based MCSJ 4.1 is available, please contact us to discuss options
- Mobile Apps: Meter Reading, Requisitions, Meter Management, Work Orders, Inspections, Code Enforcement, Permits, Violations, Rentals & Attendance Management

Please forward a purchase order in the amount of the enclosed invoice(s) with a signed copy of the enclosed agreements. Edmunds & Associates greatly appreciates the opportunity to serve your organization.

Best regards,

Edmunds & Associates, Inc.

301A Tilton Road
Northfield, NJ 08225
P: 1.609.645.7333
support@edmundsassoc.com
www.edmundsassoc.com

2017 MCSJ Software Support & License Agreement

To receive continued Application Software Support and MCSJ System upgrades from Edmunds & Associates, Inc. (E&A), you must enter into this agreement.

1. Any defects in the E&A Application Software as determined by E&A will be corrected at no cost to the user provided the said defect is not the result of misuse, operator error, or is beyond the original requirements of the system specifications.
2. E&A is responsible for providing software support under this agreement only for its proprietary application software. This includes all MCSJ licensed products. Support for third party products, i.e.; Microsoft Office, UCAARS, etc. are not covered under this agreement and all phone or on-site support is a billable service. Our minimum hourly rate is \$150 with at least one-half hour billable.
3. E&A proprietary end user documentation, faq's, helpful hints, video tutorials and such are for client use only and not to be distributed.
4. Standard telephone support will be available from 8:00am to 5:00 pm EST, Monday through Friday excluding holidays.
5. Each user of E&A MCSJ software is required to have a high-speed connection. E&A will provide support, enhancements and instruction for our application software via the Internet. Lack of compliance that requires an on site visit is billable at the rate of \$ 150 per hour for each person and travel expenses.
6. E&A's liability, damages or remedy on any claim shall not exceed the original cost of the E&A MCSJ software system. In no event shall E&A be held liable for consequential, incidental, indirect, special, punitive or exemplary damages, for loss, damage or expense directly or indirectly arising from the client's inability to use our products.
7. No action arising from use of E&A's MCSJ software systems may be commenced more than 3 months after the basis for such claim could reasonably have been discovered.
8. E&A reserves the right to withdraw without penalty any E&A application software package from coverage at our sole discretion upon thirty (30) days notice.
9. This agreement must be signed and returned by December 31, 2016 for continued support. The effective date of this agreement is January 1, 2017 through December 31, 2017.

Client: TOWN OF ARCHER LODGE

Authorized Representative: _____
Signature Date

Printed Name: _____

100616

301A Tilton Road
Northfield, NJ 08225
P: 1.609.645.7333
support@edmundsassoc.com
www.edmundsassoc.com

2017 Annual Support Maintenance Services

Client Support Services

- Phone support with priority resolution escalation
- E&A is staffed with Certified Finance Officers & Tax Collectors
- Remote desktop access for support inquiries & resolution
- E-mail & chat for support inquiries
- Technical issue resolution for MCSJ software operation
- MCSJ report printing resolution
- Client voting for Software Enhancements in “The Voice” community forum
- Software system enhancements at no additional cost
- State mandated changes at no additional cost
- Federal mandated changes at no additional cost

Software Updates, New Products & Development

- Major MCSJ Upgrade to Version 4.1
- Cloud based MCSJ 4.1
- Resident Self Service & Employee Self Service Portal Enhancements
- Mobile Apps: Meter Reading, Requisitions, Meter Management, Work Orders, Permits, Inspections, Code Enforcement, Violations, Rentals & Attendance Management

Client Support Website Access

- Knowledge base & FAQ's
- Helpful hints
- Video tutorials
- User forums
- Software system & technical documentation

Client Services

- More than 200 webinars/video tutorials every year
- E-mail alerts & notification of statutory changes
- End of year documentation and procedures
- FAQ automated responses
- Periodic notifications of quarterly and/or yearly tasks
- Newsletter subscription
- User group virtual webinar meetings at no cost
- 24/7 access to downloadable system patches and updates

2017 Minimum Recommended Back-up Procedures

Edmunds & Associates strongly recommends the installation of a back-up in the fileserver, utilizing third party back-up software in addition to any cloud back up. The fileserver should have a high speed Internet connection. If this is not possible, a pc on the network with a high-speed connection will suffice.

If you do not install as recommended we will not be able to view the or restore files remotely. This would result in an unnecessary delay restoring files if we do not have remote access. All on site visits and phone consultations will be billable at our current hourly rate of \$ 150 per hour regardless of hardware maintenance coverage.

As a reminder we would like to review the minimum suggested back up procedures.

- ✓ Daily back-up of data files. Five different tapes/flash drives should be used, one for each day of the week.
- ✓ Tapes/flash drives should be rotated and stored off site on a daily basis.
- ✓ Complete MCSJ/SBx/UAX system back up should be done at least weekly.
- ✓ Monthly back-up tapes/flash drives should be archived for at least 3 months.
- ✓ Tapes/flash drives must be tested at least every 30 days to verify MCSJ is being successfully backed up. These test restores must be done to alternate locations, not in your live MCSJ location.

The MCSJ applications verify that Edmunds data files have been successfully backed up every 3 days. It is the responsibility of each client to insure other files/databases, such as PDF's and word processing are being properly backed up.

Client name: TOWN OF ARCHER LODGE Date: _____

Employee signature: Kim P. Batten

Printed name: KIM P. BATTEN

Please make a copy for your records and distribute as necessary.

Please sign and fax back to 609-645-3111.

**TOWN OF ARCHER LODGE
RESOLUTION AUTHORIZING THE SURPLUS OF
CERTAIN PERSONAL PROPERTY**

WHEREAS, the Town Council of the Town of Archer Lodge desires to dispose of certain surplus property of the Town;

NOW THEREFORE, BE IT RESOLVED by the Archer Lodge Town Council that:

1. The following described property is hereby declared to be surplus to the needs of the Town of Archer Lodge:
 - a. Apple iPad 32GB, S/N DMPJ4QDMDJ7R
2. The Mayor is authorized to dispose of the identified property on behalf of the Town Council of the Town of Archer Lodge by private sale at a negotiated price pursuant to NCGS § 160A-267.

**DULY ADOPTED ON THIS 14th DAY OF NOVEMBER 2016
WHILE IN REGULAR SESSION.**

Michael A. Gordon
Mayor

ATTEST:

Kim P. Batten
Town Clerk

TO: Agency Heads and Chancellors
FROM: Neal Alexander Jr.
DATE: January 24, 2013
SUBJECT: 2017 Holiday Schedule

Listed below are the holidays that will be observed by State employees during 2017.

New Year's Day	January 2, 2017	Monday
Martin Luther King, Jr. Birthday	January 16, 2017	Monday
Good Friday	April 14, 2017	Friday
Memorial Day	May 29, 2017	Monday
Independence Day	July 4, 2017	Tuesday
Labor Day	September 4, 2017	Monday
Veteran's Day	November 10, 2017	Friday
Thanksgiving	November 23 & 24, 2017	Thursday and Friday
Christmas	December 25, 26 & 27 2017	Monday, Tuesday & Wednesday

NOTE: The schedule shall be used by all State agencies operating under the policies, rules and regulations of the Office of State Human Resources. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the State Human Resources Commission. Such special holiday schedules must be filed with the Office of State Human Resources.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

2017 Holiday Schedule

Holiday	Observance Date	Day of Week
New Year's Day	January 2, 2017	Monday
Martin Luther King Jr's Birthday	January 16, 2017	Monday
Good Friday	April 14, 2017	Friday
Memorial Day	May 29, 2017	Monday
Independence Day	July 4, 2017	Tuesday
Labor Day	September 4, 2017	Monday
Veteran's Day	November 10, 2017	Friday
Thanksgiving	November 23 & 24, 2017	Thursday & Friday
Christmas	December 25, 26 & 27, 2017	Monday, Tuesday & Wednesday

**TENTATIVE
DATES**



**TO BE
DISCUSSED**

TOWN OF ARCHER LODGE Town Council – 2017 Meetings

January 3, 2017 TUESDAY
January 17, 2017 TUESDAY (WS)

July 3, 2017
July 17, 2017 (WS)

February 6, 2017
February 20, 2017 (WS)

August 7, 2017
August 21, 2017 (WS)

March 6, 2017
March 20, 2017 (WS)

September 5, 2017 TUESDAY
September 18, 2017 (WS)

April 3, 2017
April 17, 2017 (WS)

October 2, 2017
October 16, 2017 (WS)

May 1, 2017
May 15, 2017 (WS)

November 6, 2017
November 20, 2017 (WS)

June 5, 2017
June 19, 2017 (WS)

December 4, 2017
December 18, 2017 (WS)

Regular Council Meetings are held the first Monday of the month & Work Sessions (WS) are held the third Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC, unless otherwise noted.

In accordance with NC GS 143-318.10, this is an official meeting of the Town of Archer Lodge Council and it is open to the public.

www.townofarcherlodge.com

Calendar for Year 2017 (United States)

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
29	30	31																			30						

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30

Holidays and Observances:	
Jan 1 New Year's Day	Apr 13 Thomas Jefferson's Birthday
Jan 2 'New Year's Day' observed	Apr 16 Easter Sunday
Jan 16 Martin Luther King Day	May 14 Mother's Day
Feb 14 Valentine's Day	May 29 Memorial Day
Feb 20 Presidents' Day	Jun 18 Father's Day
Jul 4 Independence Day	Jul 4 Labor Day
Nov 23 Thanksgiving Day	Oct 9 Columbus Day (Most regions)
Dec 24 Christmas Eve	Oct 31 Halloween
Dec 25 Christmas Day	Nov 11 Veterans Day
Dec 31 New Year's Eve	

Calendar generated on www.timeanddate.com/calendar

HOLIDAYS - TOWN HALL CLOSED

REGULAR MEETINGS

WORK SESSIONS