



The Regular Meeting will be held electronically using Zoom.
Directions for logging in are below.

The public can participate in the meeting using one of the below methods:

1. Join the meeting through Zoom on your computer or cellphone.

Simply click on the following link or type it into your internet browser:

<https://us02web.zoom.us/j/3186917148?pwd=SWJ2RmJxaERaZ0ZzMnhNVVFqcFNhdz09>

You may also find the clickable link on the Town's website www.sharpsburgnc.com

Meeting ID: 318 691 7148

Password: 2XUDdz

If you have not used Zoom before, you are encouraged to download the application from their website at Zoom.us and try it out prior to the meeting. There is no cost associated with the software or attending the meeting.

2. Join the meeting through audio only via telephone.

Simply call: +1 929 205 6099 US

When prompted, enter meeting ID: 318 691 7148 followed by the Pound sign (#).

When prompted, enter the password. Password: 2XUDdz



“Tri-County Hospitality”

MAYOR AND BOARD OF COMMISSIONERS

MAYOR ROBERT WILLIAMS

LINDA VIRGIL

RANDALL COLLIE

DON PATEL

DAVID PRIDE

BEVERLY DAVIS

ADMINISTRATION

STEVIE COX, TOWN ADMINISTRATOR

TRACY SULLIVAN, TOWN CLERK

MARGE WIECEK, FINANCE OFFICER

BRIAN SULLIVAN, PUBLIC WORKS DIRECTOR

BRIAN PRIDGEN, TOWN ATTORNEY

March 2, 2021

6:00PM



AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

Mayor Williams will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

V. CONSENT AGENDA & REGULAR AGENDA

(Make one motion to approve the consent and regular agenda which will approve all items listed below)

The Board may by majority vote add items to or subtract items from both the proposed consent and regular agenda. As of this writing, the Administrator understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

1. Approval of:
 - a. February 11, 2021 Special Meeting Minutes

VI. PETITIONS AND COMMUNICATIONS

Citizens were advised to provide written comments to the Town Clerk prior to 5pm on March 1, 2021.

The Town Clerk shall read any comments submitted at this time. All comments shall be



limited to three (3) minutes and the Board reserves the right not to act on requests first presented this evening.

VII. NEW BUSINESS

- a. Consideration by the Board to approve the USDA Funding Application for a Street Sweeper.
- b. Consideration by the Board to approve Resolution R-2021-01 Authorizing the Disposal of Surplus Personal Property by Sealed Bid.
- c. Consideration by the Board to approve the COVID-19 Vaccination Waiver for Town Employees.

VIII. ADJOURNMENT

SPECIAL NOTICE: Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Tracy Sullivan at 252-446-9441 ext.221 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)

"The Town of Sharpsburg is an equal opportunity provider and employer."

To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W. Stop 9410, Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382.



**MINUTES OF THE SPECIAL MEETING OF THE SHARPSBURG BOARD
OF COMMISSIONERS HELD ELECTRONICALLY VIA ZOOM**

February 11, 2021

6:00 PM

The Regular Meeting scheduled for February 2, 2021 did not have a quorum present; therefore, it was rescheduled until February 11, 2021.

Mayor Williams called the meeting to order at 6:10 PM. Commissioner Pride offered the invocation and Mayor Williams led those present in the Pledge of Allegiance. Tracy Sullivan, Town Clerk called the roll.

BOARD MEMBERS PRESENT VIA SIMULTANEOUS COMMUNICATION (ZOOM)

Mayor Williams, Mayor Pro-Tem Pride, Commissioner Patel and Commissioner Davis.

All members present joined the meeting by 6:10 p.m. All members were present until the meeting concluded.

BOARD MEMBERS ABSENT:

Commissioner Virgil, Commissioner Collie

APPROVAL OF THE CONSENT & REGULAR AGENDA

Commissioner Pride made a motion to approve the consent and regular agenda. Commissioner Davis seconded the motion. The motion carried by a roll call vote of 3 yes – 0 no.

CITIZEN PETITION AND COMPLAINTS

Tracy Sullivan, Town Clerk stated that no public comments were received prior to the meeting.

NEW BUSINESS

- a. **Fiscal Year 2021-2022 Budget Preparation Schedule.** Commissioner Davis made a motion to approve the FY 2021-2022 Budget Preparation Schedule. Commissioner Patel seconded the motion. The motion carried by a roll call vote of 3 yes – 0 no.

- b. **Drainage Study RFQ.** Commissioner Davis made a motion to approve the Drainage Study RFQ for Stormwater Management Professional AE Services. Commissioner Patel seconded the motion. The motion carried by a roll call vote of 3 yes – 0 no.

- c. **3721 S Hathaway Blvd.** Commissioner Davis made a motion to table the decision if the Town should secure a realtor for assistance in leasing the Town’s property at 3721 S. Hathaway Blvd. Commissioner Pride seconded the motion. The motion carried by a roll call vote of 3 yes – 0 no.

ADJOURNMENT

Commissioner Davis made a motion to adjourn the meeting. Commissioner Patel seconded the motion. The motion carried by a roll call vote of 3 yes – 0 no.

Date Approved

Mayor

Town Clerk



MEMORANDUM

TO: Robert Williams, Mayor
Town Council Members

FROM: Stevie Cox, Town Administrator

VIA: Brian Sullivan, Public Works Director

CC: Brian Pridgen, Town Attorney

DATE: February 25, 2021

REF: Street Sweeper Funding Application

Summary:

This is a funding application for the purchase of a new Street Sweeper.

Background:

In March 2020, the Town Council held a retreat to establish goals for Fiscal Year 2020 – 2021. During the retreat, Commissioner David Pride stated that it would be beneficial if the Town purchased a Street Sweeper and terminated the existing contract. He stated that by doing so, the Town could use those funds to pay for the street sweeper.

In June 2020, the Town Council approved the Fiscal Year 2020 – 2021 Budget and Capital Improvement Plan. Within those documents, the Town Council set as a budgetary goal to acquire a New Street Sweeper. Over the past six months, the Public Works Director has had three different vendors to demonstrate the models. Below is a table that provides the make, model and cost for the street sweeper that was quoted using the NC State Procurement method.

Make	Model	Cost
Regen X Sweeper	Regenerative Air 2021 Freightliner M2-106	\$232,249.55

Recommendation:

Staff recommends that the Town Council approve the Application for Federal Assistance for the purchase of a new Street Sweeper and authorizes Mr. Cox to execute all documents relating to the application process.

Attachment:

Funding Application for the Street Sweeper

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED 01-21-2021	Applicant Identifier
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Town of Sharpsburg		Organizational Unit: Department: Public Works	
Organizational DUNS: 052182680		Division: Streets & Sanitation	
Address: Street: 110 W. Railroad Street P. O. Box 1759		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Sharpsburg		Prefix: Mrs.	First Name: Tracy
County: Nash, Edgecombe, Wilson		Middle Name Hall	
State: North Carolina		Last Name Sullivan	
Zip Code 27878-1759	Suffix:		
Country: USA		Email: tracy.clerk@sharpsburgnc.com	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 56-6001332		Phone Number (give area code) (252) 446-9441	Fax Number (give area code) (252) 977-7488
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		7. TYPE OF APPLICANT: (See back of form for Application Types) Government Other (specify)	
Other (specify)		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program):		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Purchase a new Street Sweeper so that staff can perform the service and terminate the contract for this service. This sweeper will enable staff to be more efficient and save the Town money.	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):		14. CONGRESSIONAL DISTRICTS OF: a. Applicant District 1 and 2	
13. PROPOSED PROJECT Start Date: Ending Date:		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$.00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
g. TOTAL	\$ 227,400	a. Authorized Representative	
Prefix Mr.		First Name Stevie	Middle Name Lee
Last Name Cox		Suffix	
b. Title Town Administrator		c. Telephone Number (give area code) (252) 446-9441	
d. Signature of Authorized Representative		e. Date Signed	

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> 	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		



MEMORANDUM

TO: Robert Williams, Mayor
Town Council Members

FROM: Stevie Cox, Town Administrator

VIA: Michael Thomas, Police Chief
Brian Sullivan, Public Works Director

CC: Brian Pridgen, Town Attorney

DATE: February 25, 2021

REF: Surplus Property Sale

Summary:

Per § 160A-266. Methods of sale and deposition of Surplus Property, the Town Council must vote to approve the surplus property list and method that those items shall be sold.

Background:

§ 160A-266. Methods of sale and deposition of Surplus Property of the North Carolina General Statutes, the Town Council must vote to approve the sale of surplus property. Over the past year, Town Staff has been assembling a list of vehicles and equipment that is either no longer in use or has outlived their usefulness. Pursuant to the North Carolina General Statute, the Town Clerk must prepare an Ordinance for the Surplus Sale of Property.

At this time, the Police Department is seeking to surplus sale a 2013 Dodge Charger. The Public Works Department will be surplus the following items:

- 2003 Ford F-150
- 2001 Ford F-250
- 1997 Ford F-250
- 2003 Ford F-350
- 2001 Ford F-250
- 1996 Chevrolet Top Kick

- Kawasaki Mule
- Debris Box
- 2014 Hustler Mower

Attached is a detailed Surplus Vehicle List that provides detailed information on each item. Staff is recommending that each of these items be listed for Public Sale via a silent sealed bid process. Each item would be sold to the highest bidder. Each successful bidder would have to place a 10 percent deposit down for the item upon notification and must complete the final payment within fifteen business days to complete the sale and the transfer of ownership.

Recommendation:

Staff recommends that the Town Council approve the Surplus Sale of Public Property via a silent auction. This would be in accordance with the North Carolina General Statutes.

Attachment:

Surplus Vehicles and Equipment List
Resolution Authorizing the Disposition of Surplus Personal Property

Town of Sharpsburg



FY 2020 - 2021 Surplus Vehicle List

Vehicle and Equipment Assessment Survey

Each department has compiled a surplus vehicle and equipment list. The Vehicle Surplus List provides an overview and condition rating of each vehicle. The Survey will provide a period for the replacement of each item listed. This would only include vehicles and larger equipment (Example: Generators). The rating system is on this scoring system:

Vehicle and Equipment Assessment Survey Scoring System

Rating	Rating Meaning
1	Bad Condition
2	Poor Condition
3	Fair Condition
4	Good Condition
5	Excellent

For each vehicle or equipment, you should include the following items:

- Picture of Vehicle or Equipment
- The year, make and model
- Serial Number or VIN (Last 5 numbers)
- Use
- Lifespan
- Usage in Miles or Hours
- Time in Service
- Conditioning Rating
- Estimated Replacement Cost.

Summary:

The Vehicle Assessment Survey is an inventory and condition rating of the Town's vehicle fleet. This Survey will assist the Town Staff in making recommendation and establishing a vehicle replacement schedule. There are exactly twenty-six (26) vehicles in the Town's Fleet. The Public Works Department has seventeen (17) vehicles and the Police Department has nine (9) patrol vehicles. The survey will show the maintenance records for each vehicle by department. This document will provide necessary information about which vehicles should be replace in this upcoming fiscal year.

The Surplus Vehicle List contains those vehicles that are being removed from the Town's Fleet. The Police Department will be surplus a 2013 Dodge Charger. The Public Works Department will be surplus four pickup trucks and two dump trucks.

Vehicle Assessment Inventory Survey

Public Works Department Fleet

Ford F-150 - 2003



VIN Number: 25628
Use: Meter Reader
Department: Electric / Water
Lifespan: 10 Years
Years in Service: 18 Years
Mileage: 100,086
Conditioning Rating: 3
Estimate Replacement Cost: \$22,000
Maintenance Cost: Surplus

Ford F-250 - 2001



VIN Number: 82767
Use: Work Truck
Department: Streets & Sanitation
Lifespan: 10 years
Years in Service: 19 Years
Mileage: 139,359
Conditioning Rating: 3
Estimate Replacement Cost: \$30,000
Maintenance Cost: Surplus



Ford F250 - 1997

VIN Number: 51950
Use: Spray Truck
Department: Streets
Lifespan: 10 years
Years in Service: 25 years
Mileage: 107,480
Conditioning Rating: 2
Estimate Replacement Cost: \$25,000
Maintenance Cost: Surplus



Ford F-350 - 2003

Vin Number: 63342
Use: Little Dump Truck
Department: Streets & Sanitation
Lifespan: 15 years
Years in Service: 17 years
Mileage: 71,855
Conditioning Rating: 2
Estimate Replacement Cost: \$30,000
Maintenance Cost: Surplus



Ford F-250 - 2001

Vin Number: 82768
Use: Work Truck
Department: Streets & Sanitation
Lifespan: 10 years
Years in Service: 19 years
Mileage: 139,441
Conditioning Rating: 3
Estimate Replacement Cost: \$30,000
Maintenance Cost: Surplus



Chevrolet Top Kick - 1996

Vin Number: 06151
Use: Dump Truck/ Leaf Vac/ Chipper
Department: Streets & Sanitation
Lifespan: 15 years
Years in Service: 25 years
Mileage: 477,998
Conditioning Rating: 1
Estimate Replacement Cost: \$89,000
Maintenance Cost: Surplus



Kawasaki Mule

Vin Number: N/A
Use: Meter Reading
Department: Electric/Wa/Sw
Lifespan: 15 years
Years in Service: 25 years
Mileage: 5,560 hours
Conditioning Rating: 1
Estimate Replacement Cost: \$20,000
Maintenance Cost: Surplus



Debris Box

Vin Number: N/A
Use: Trash Collection
Department: Streets & Sanitation
Lifespan: N/A
Years in Service: 5 years
Mileage: N/A
Conditioning Rating:
Estimate Replacement Cost: N/A
Maintenance Cost: Surplus



Hustler Mower

Vin Number: N/A

Use: Grass cutting

Department: Streets & Sanitation

Lifespan: N/A

Years in Service: 7 years

Mileage: 1,550 hours

Conditioning Rating:

Estimate Replacement Cost:

\$15,000

Maintenance Cost: Surplus

Vehicle Assessment Inventory Survey

Police Department Fleet

Dodge Charger – 2013



VIN Number:
2C3CDXAT5DH725604
Use: Patrol Vehicle
Department: Police
Lifespan: 5 Years
Years in Service: 7 Years
Mileage: 113,617 Miles
Conditioning Rating: 1
Estimate Replacement Cost:
\$24,000

Maintenance Cost for 12 months:
\$4,144.00

**This vehicle has had major issues
and needs to be replaced ASAP**

See Maintenance Records for details

R-2021-01

**RESOLUTION AUTHORIZING THE DISPOSITION
OF CERTAIN SURPLUS PERSONAL PROPERTY BY SEALED BID**

WHEREAS, the Board of Commissioners of the Town of Sharpsburg desires to dispose of certain surplus property of the Town of Sharpsburg.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

- (1) The following described property is hereby declared to be unnecessary for Town purposes and to be surplus property of the Town of Sharpsburg:
 1. 2003 Ford F-150 Work Truck. Regular Cab, Long Bed
100,086 miles. VIN # 1FTRF17213NA25628
 2. 2001 Ford F-250 Work Truck. Regular Cab, Utility Bed
139,359 miles. VIN # 1FTNF20L71ED82767
 3. 1997 Ford F-250 Work Truck. Regular Cab, Long Cab
107,480 miles VIN # 1FTHF25HXVEA51950
 4. 2003 Ford F-350 Dump Truck. Dump Bed
71,855 miles VIN# 1FDWF36FX3EA63342
 5. 2001 Ford F-250 Work Truck, Utility Bed
139,441 miles VIN# 1FTNF20L91ED82768
 6. 1996 Chevrolet Top Kick Dump Truck
477,998 miles Vin # 1GBJ7H1P5TJ105161
 7. 2007 Kawasaki 610 Mule - 5,560 Hours
 8. Debris Collection Box
 9. Hustler Super Z 60-inch lawn mower
 10. 2013 Dodge Charger
113,617 Miles VIN# 2C3CDXAT5DH725604
- (2) The Town Clerk is authorized to advertise for sealed bids for the purchase of the above-described property after first publishing a notice informing the public.
- (3) The notice informing the public of the sale of said property by sealed bids shall be published once at least ten (10) days prior to the date set for opening the bids. The publication shall be in accordance with the provisions of N.C.G.S. 160A – 266 (a)(2).
- (4) The successful bidder will pay at the Town Office within three (3) business days and show an original receipt before removing property from the Town premises.
- (5) Interested persons may inspect the above-described equipment during normal business hours at the Sharpsburg Public Works and Police Department, by contacting Stevie Cox, Town Administrator at (252) 446-9441 ext. 4.

Adopted this 2nd day of March, 2021.

Robert Williams, Mayor

ATTEST:

Tracy H. Sullivan, Town Clerk



Town of Sharpsburg
110 West Railroad Street
Sharpsburg, North Carolina 27878
Ph 252.446.9441
Fax 252.977.7488
www.sharpsburgnc.com

TO: The Honorable Mayor Robert Williams and the Town of Sharpsburg Board of Commissioners

FROM: Marge Wiecek – Finance Officer

DATE: March 2, 2021

SUBJECT: Financial Report

We are pleased to provide the attached analysis and financial summary report for February 2021 for the following funds:

- 10 General Fund**
- 20 Powell Bill**
- 30 Electric Fund**
- 31 Water and Sewer Fund**

The information provided is un-audited and therefore subject to change.

- The Utility and Liquor Sales and Use Tax was submitted and paid for period ending 1/31/2021 and the total due was \$15,313.88. Gross Receipts or Sales was billed at \$220,271.22 for the month of January.
- A copy of the Statement of Revenues and Expenses are attached for your review, that goes along with the attached analysis.

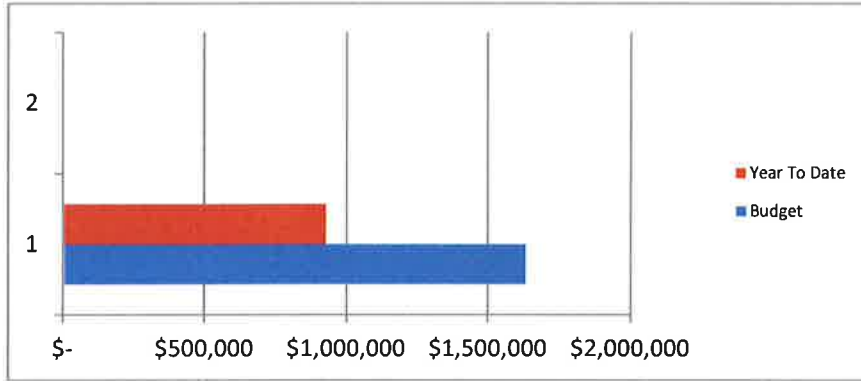
If you should have any questions regarding this report, please feel free to contact me.

mwiecek@sharpsburgnc.com

General Fund

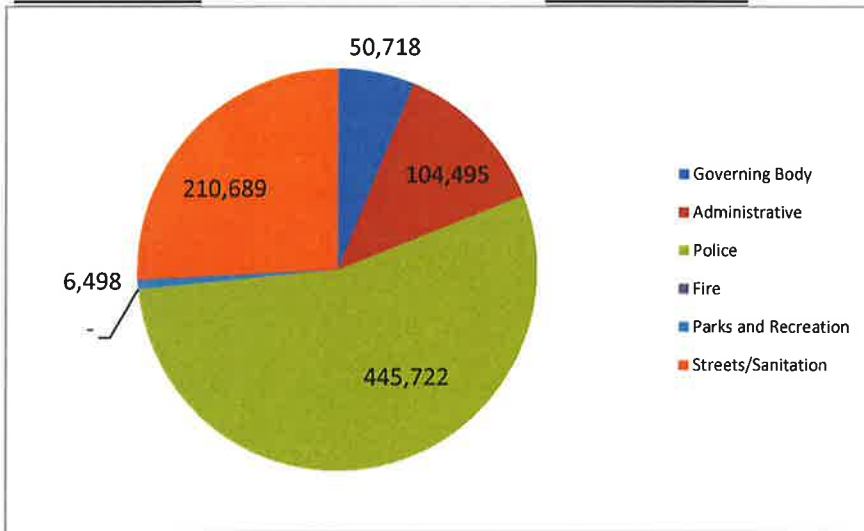
Revenue

Budget	\$	1,631,254	
Year To Date	\$	926,756	57%



Expenditures

Budget		YTD	
\$ 143,378	<i>Governing Body</i>	50,718	35%
191,412	<i>Administrative</i>	104,495	55%
823,564	<i>Police</i>	445,722	54%
-	<i>Fire</i>	-	0%
29,500	<i>Parks and Recreation</i>	6,498	22%
443,400	<i>Streets/Sanitation</i>	210,689	48%
<u>1,631,254</u>		<u>818,122</u>	50%



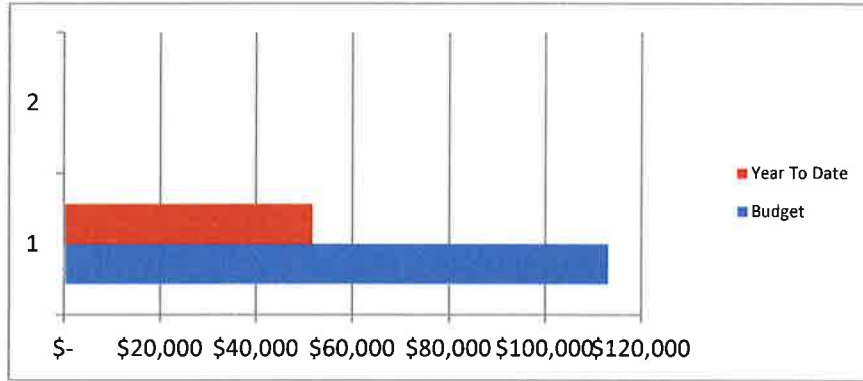
YTD Revenues Over (Under) Expenditures

108,634.40

Powell Bill

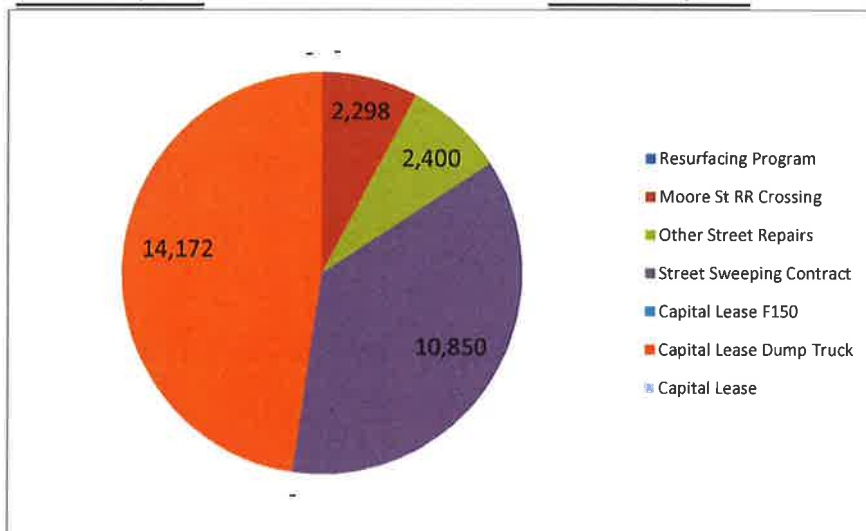
Revenue

Budget	\$	113,095	
Year To Date	\$	51,683	46%



Expenditures

Budget		YTD	
\$ 63,500	<i>Resurfacing Program</i>		0%
2,300	<i>Moore St RR Crossing</i>	2,298	100%
13,923	<i>Other Street Repairs</i>	2,400	17%
19,200	<i>Street Sweeping Contract</i>	10,850	57%
-	<i>Capital Lease F150</i>	-	0%
14,172	<i>Capital Lease Dump Truck</i>	14,172	100%
-	<i>Capital Lease</i>	-	0%
113,095		29,720	26%



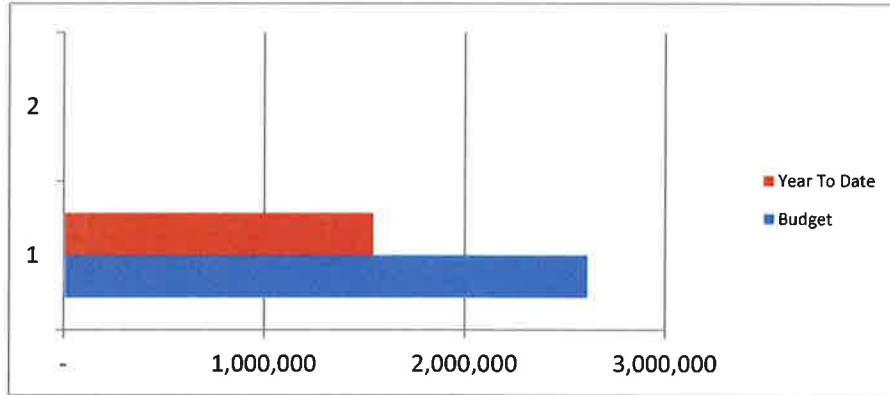
YTD Revenues Over (Under) Expenditures

21,962.73

Electric Fund

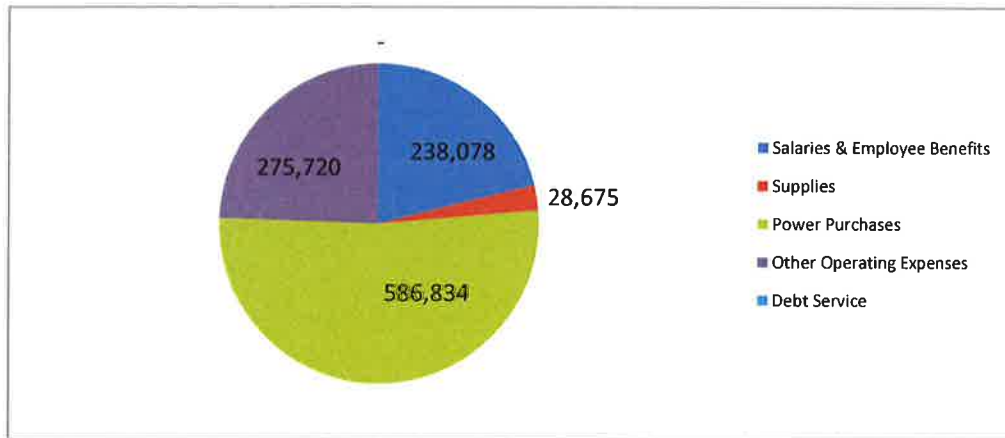
Revenue

Budget	2,607,862	
Year To Date	1,546,953	59%



Expenditures

Budget		YTD	
\$ 366,090	Salaries & Employee Benefits	238,078	65%
65,000	Supplies	28,675	44%
1,192,000	Power Purchases	586,834	49%
984,772	Other Operating Expenses	275,720	28%
-	Debt Service	-	0%
<u>2,607,862</u>		<u>1,129,307</u>	43%



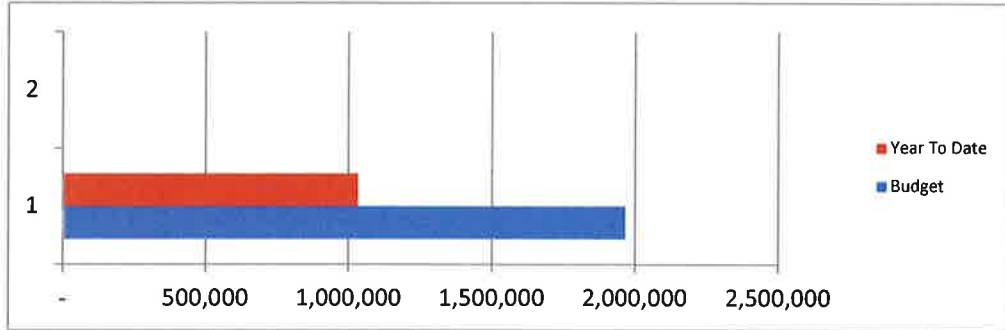
YTD Revenues Over (Under) Expenditures

417,645.54

Water & Sewer Fund

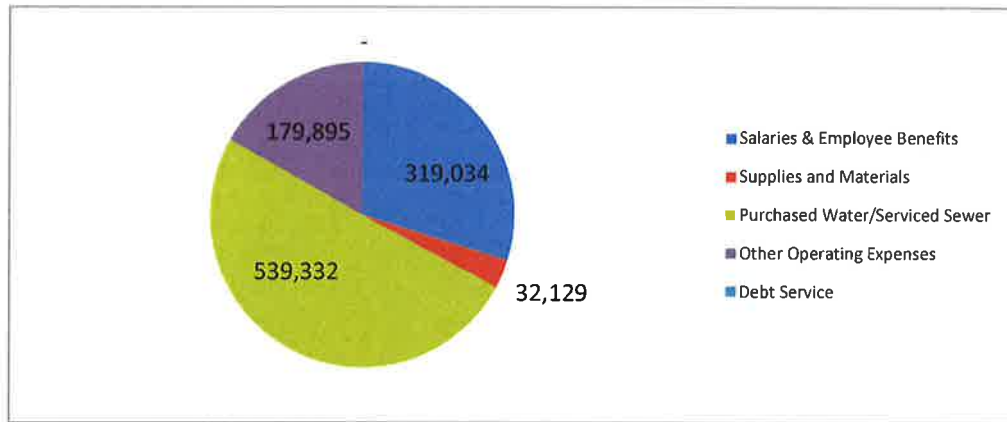
Revenue

Budget	1,965,743	
Year To Date	1,031,746	52%



Expenditures

Budget		YTD	
\$ 464,133	Salaries & Employee Benefits	319,034	69%
50,000	Supplies and Materials	32,129	64%
987,000	Purchased Water/Service Sewer	539,332	55%
299,610	Other Operating Expenses	179,895	60%
165,000	Debt Service	-	0%
<u>1,965,743</u>		<u>1,070,390</u>	54%



YTD Revenues Over (Under) Expenditures

(38,644.31)



MEMORANDUM

TO: Robert Williams, Mayor
Town Council Members

FROM: Stevie Cox, Town Administrator

VIA: Brian Pridgen, Town Attorney

CC:

DATE: February 25, 2021

REF: Employee COVID-19 Liability Release Waiver Memo

Summary:

The **Employee COVID-19 Liability Release Waiver** is necessary to address those employees who may chose not to be vaccinated.

Background:

In January 2021, the Town Council approved the **Infectious Disease Policy** to address Pandemic Diseases, like COVID-19. The Town Council instructed the Town Administrator and the Town Attorney to draft up a Liability Release Waiver for those employees who may choose not to take the approved vaccination. The Town Attorney has prepared an **Employee COVID-19 Liability Waiver**.

His law firm has prepared a **Municipal Employer's Ability to Require Employee COVID-19 Vaccinations**. The memo states, "To make COVID-19 vaccination mandatory for employees is within the discretion of the employer. If made mandatory, vaccination requirements are also subject to medical and religious exceptions required by the Americans with Disabilities Act ("ADA") and Title VII of the Civil Rights Act of 1964 ("Title VII"), respectively. Employees must be told that they have the option to accept or refuse the vaccine, the consequences, if any, of refusing, and of any alternatives available." Therefore, employees have the right to refuse to take the vaccination under medical and religious grounds exceptions required by the American with Disability Act and Title VII of the Civil Rights Act of 1964.

If the Town of Sharpsburg opts to require vaccinations, the Town Attorney advises that the Town discuss a policy regarding such requirements with its attorney as well as a process for employees to request accommodations and submit proof of vaccination. It is best to have employees get the vaccination from their health care provider and provide proof of vaccination to their employer.

At this time, the Town Attorney and the Town Administrator are recommending that the Town Council provide up to four hours per employee who decides to be vaccinated. It is our position that if an employee decides against being vaccinated, they sign a Liability Release Waiver. This waiver would release the Town of all liability should they contract the disease during their workday. Furthermore, an executed copy of the liability release waiver would be included in their personnel file.

Recommendation:

Staff recommends that the Town Council approve the Employee COVID-19 Liability Waiver.

Attachment:

Employee COVID-19 Liability Waiver
Municipal Employer's Ability to Require Employee COVID-19 Vaccinations Memo – February 25, 2021

MEMORANDUM

DATE: February 25, 2021

SUBJECT: Municipal Employer's Ability to Require Employee COVID-19 Vaccinations

A municipal employer can require its employees to obtain the COVID-19 vaccine subject to an employee's disability and religion and is advised to discuss the requirement policy and accommodations for those who refuse with their attorney.

As of the date of this memorandum, the FDA has granted emergency use authorization for the COVID-19 vaccine¹. Current regulations allow employers to require employees to have the COVID 19 vaccine. Whether to make COVID-19 vaccination mandatory for employees is within the discretion of the employer. If made mandatory, vaccination requirements are also subject to medical and religious exceptions required by the Americans with Disabilities Act ("ADA") and Title VII of the Civil Rights Act of 1964 ("Title VII"), respectively. Employees must be told that they have the option to accept or refuse the vaccine, the consequences, if any, of refusing, and of any alternatives available.

Administration of the Vaccine & Compliance with the ADA

The ADA has restrictions on when and how much medical information an employer may obtain from any applicant or employee. A vaccination itself is not subject to the ADA's regulations, but the pre-screening questions may reveal a disability and thus *are* subject to the ADA's regulation *if* asked by an employer or third party contractor acting on the employer's behalf. However, COVID-19 is considered a "direct threat" and thus even if an employer (or third party contractor acting on the employer's behalf) does conduct the pre-screening questions, the employer is not in violation of the ADA.

On the other hand, if the policy is voluntary or administered through an employee's health care provider or other independent entity *not* acting on the employer's behalf and/or sharing information with the employer, then the ADA standards do not apply – even if the employer has required the employee to receive the vaccine. For this reason, it is advised to have employees get the vaccine from their health care provider and require proof of vaccination after the fact, if the employer elects to require employee vaccinations.

Proof of Vaccination

An employer may require an employee to show proof of vaccination. However be careful of follow-up questions, such as an explanation for the reasoning behind not getting a vaccination, as they may elicit information about a disability and consequently would be subject to the ADA. When requesting proof of vaccination, advise employees not to include any medical information in providing such proof.

How to Respond to Those Who Refuse: Exceptions and Accommodations

If an employee refuses to get vaccinated due to a disability (i.e., a medical condition that could be exacerbated or made worse by the vaccine) or a sincerely held religious belief, then an employer must determine if the employee's refusal can be reasonably accommodated. Employers must collaborate with employees and explore accommodation possibilities (e.g., employee being exempt from the vaccine requirement, requirement to wear a mask or other protective gear while at the workplace, working from home or in an isolated portion of the office and limited interaction with customer/client and co-workers). If an employer cannot find a reasonable accommodation without causing undue hardship on the employer in order to reduce or eliminate the risk, then the employer may prevent the employee from entering the workplace.

For those who claim a disability, employers are entitled to and may request documentation regarding the nature of the employee's disability and why it is inadvisable for the employee to receive the vaccine. Notably, a personal belief regarding anti-vaccination will likely not qualify as a sincerely held religious belief for exemption from a mandatory vaccination policy.

Note also that employers can protect their employees against direct threats, even if the direct threat is another employee. COVID-19 has been determined as a direct threat and thus so would be an unvaccinated employee who may expose others to COVID-19 at the workplace. If there is not a legal basis for refusing the vaccine (i.e., disability or religious belief) then the employee may be terminated for refusal if vaccination is required by the employer as a term and condition of employment.

Guidance

If an employer opts to require vaccinations, it is advised that the employer discuss a policy regarding such requirement with its attorney as well as a process for employees to request accommodations and submit proof of vaccination. It is best to have employees get the vaccination from their health care provider and provide proof of vaccination to the employer. And, as always, keep a paper trail of everything.

Please contact us with any questions or for further assistance.

Current Vaccine Priority Plan (Summary)

As of the date of this memo the priority plan is as follows:

Group 1: Health care workers and COVID responders at high risk for exposure based on work duties or who are vital to the initial COVID vaccine response.

Group 2: Anyone over sixty-five (65) years old.

Group 3: Frontline essential workers who must work on-site or in the community and in one of the eight essential sectors, including Government and Community Services, Public Safety, Transportation, Health Care and Public Health (to the extent not covered by Group 1) and Education.

Group 4: Anyone 16-64 at high risk of exposure and increased risk of complications from COVID-19.

Group 5: Everyone else.

¹ All references to "vaccine" or "vaccination" is in reference to the COVID-19 vaccine unless specifically stated otherwise.

TOWN OF SHARPSBURG

EMPLOYEE COVID-19 LIABILITY RELEASE WAIVER

I, _____, (“Employee”) am currently employed with the Town of Sharpsburg (“the Town”) as of the date of this Release.

I understand the World Health Organization has declared the Coronavirus (“COVID-19”) a worldwide pandemic. I understand COVID-19 is a serious virus that has the capacity to transmit from person-to-person through respiratory droplets and endangers health and life of individuals.

I understand that the Food and Drug Administration (FDA) has granted emergency use authorization for COVID-19 vaccination(s) (“Vaccine”). I understand I am eligible for the Vaccine and have been offered the Vaccine to protect myself and others. However, I have declined to receive the vaccination at this time.

I understand that my presence at the workplace and/or my occupational duties may increase my risk of exposure and contraction of COVID-19.

I understand the Town will comply with best practices to keep all of its employees safe to the best of its ability, for example, accommodating teleworking, providing sanitizing materials in the workplace, providing masks to employees, etc. However, I understand I am personally responsible for my own actions and safety and will not hold the Town responsible if I contract COVID-19 at the workplace or otherwise during performance of my duties for the Town. I understand that if I contract COVID-19 I am to inform the Town immediately upon receipt of a positive test result.

I hereby release the Town, its elected officials, its employees, and agents from any and all liability and/or costs based on any health impairment resulting as a direct consequence of my voluntary decision to forgo the COVID-19 immunization.

This release is made subject to any contrary applicable provisions of the North Carolina Worker’s Compensation Act and OSHA.

I HAVE READ AND FULLY UNDERSTAND THIS LIABILITY RELEASE. I ACKNOWLEDGE THAT I AM AT LEAST EIGHTEEN (18) YEARS OF AGE, OF FULL MENTAL CAPACITY TO SIGN THIS LIABILITY RELEASE, AND DO SO VOLUNTARILY.

Printed Name

Date

Signature