

JOINT WORK SESSION WITH BOARD OF SUPERVISORS

Monday, May 4, 2020

Online via WebEx

ROLL CALL for MAYOR/TOWN COUNCIL.

PRESENT: Mayor Eugene R. Tewalt
Vice Mayor William A. Sealock
Councilman Lori A. Cockrell
Councilman Gary L. Gillispie
Councilman Chris W. Holloway
Councilman Jacob L. Meza
Councilman Letasha T. Thompson
Interim Town Manager Matthew A. Tederick
Town Attorney Douglas W. Napier
Deputy Clerk of Council Mary E. Lynn

ROLL CALL for WARREN COUNTY BOARD OF SUPERVISORS

PRESENT: Chairman Walter J. Mabe (Shenandoah District)
Vice Chair Cheryl L. Cullers (South River District)
Archie A. Fox (Fork District)
Delores R. Oates (North River District)
County Administrator Douglas P. Stanley
Deputy Clerk of the Board Emily Ciarrocchi

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- 1. SwagIT Production Systems, LLC for Video Recording Services presented by Natascha Ross –**
Ms. Ross from SwagIT Production Systems, LLC presented the proposed video recording solution by giving an overview of the included hardware and services. SwagIT recommended the Avior system which includes multiple cameras and a streaming encoder that would allow for live streaming. She explained that SwagIT employees would watch the video, time stamp it to match meeting agendas and have it available for upload within four hours of filming. Ms. Ross explained that that all video content is stored by SwagIT for the life of the contract. There is also a transcription service available. At this time, the Town has opted to include transcription while the County has not. She also noted that the Town and County would be locked into the agreed upon rate for the life of the contract.

Interim Town Manager Tederick requested elaboration on the transcription service. Ms. Ross explained that the transcripts represent the spoken word and unless speakers introduce themselves, they may not be usable as minutes. She explained that many SwagIT clients use meeting transcripts as a rough draft and then clean them up and add missing information. (names of speakers, etc.) She also noted that the transcripts are not considered legal documents.

Mayor Initial 

Delores Oates of the North River District asked about security, storage limits and what is included in the annual service fees. Ms. Ross suggested she check with a SwagIT Network Professional to gather the correct information and would email the exact security metrics to Town and County Officials. She added that annual fees include an index of meetings, 24/7 support, live streaming, unlimited storage & bandwidth, and optional google analytic reports. She explained that all hardware included in the Avior Solution has a 3-year warranty and that most issues can be fixed remotely. If not, SwagIT usually ships a replacement to the customer. Ms. Oates also asked how often SwagIT puts out upgrades. Ms. Ross noted that upgrades are typically offered each quarter.

Councilman Gillispie asked for clarification on the cost per additional meeting and if the transcription service is included. Ms. Ross explained that the transcription service is a flat fee. She stated that SwagIT does not “nickel and dime” their clients. Noting that they typically do not keep track of billing for additional meetings. Instead they will reevaluate the number of meetings included in the contract at the start of the next year. She also explained that meetings are not identified per date rather per agenda.

Councilman Meza asked Town Staff if this would represent a new cost to the Town. The Towns Information Technology Director, Todd Jones, explained that the startup cost, which includes the new hardware and the first year of service fees, would be covered by a franchise agreement that the Town has with Comcast and SHENTEL. He stated that after the first year the Town would need to include the funds in the budget. Ms. Oates asked if the Town and County would have separate contracts. Mr. Jones explained that the Town and County would split the cost of the hardware. Mr. Tederick and Mr. Stanley agreed that separate service contracts would be best.

Ms. Oates questioned whether the microphones and other audio equipment would be replaced. Mr. Jones explained that the existing audio equipment would be integrated into the SwagIT system.

Mayor Tewalt asked if there was a time limit to decide. Mr. Tederick stated that Staff was hoping to get the hardware installed as soon as possible since the room is currently vacant. Mayor Tewalt noted the importance of the Town and County being in agreeance on how to proceed. Chairman Mabe stated that the Board of Supervisors could add a SwagIT discussion to their next agenda and make a decision fairly quickly. Mr. Tederick suggested the Town and County both make their motions contingent on the others approval. Mayor Tewalt suggested any additional questions from Council be directed to the IT Department.

Chairman Mabe asked Deputy Clerk of the Board, Emily Ciarrocchi, if the SwagIT system would be helpful to her. Ms. Ciarrocchi stated that while she did not believe the transcription service would be necessary the video capabilities would offer huge time savings. She noted that Channel 16 has high definition capabilities, however the current equipment does not support it. Mr. Mabe stated that SwagIT helps all staff, not just the Council and Board.

Mayor adjourned the joint work session at 7:32 p.m. and Council began their regular work session.

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Mayor Initial ERT

APPROVED:



Eugene R. Tewalt, Mayor

ATTEST:



Tina L. Presley Clerk of Council

Written by Mary Ellen Lynn, Deputy Clerk of Council

Councilman Meza moved, seconded by Councilman Sealock approved the Joint Work Session with the Board of Supervisors minutes of May 4, 2020 on May 11, 2020.

Mayor Initial 


only been 4 Covid-19 hospitalizations and 0 deaths, yet all businesses are closed. He suggested that Council work to find a resolution to send to Richmond. Councilman Thompson agreed and added that citizens should continue to do what is best for their families. Mayor Tewalt requested the Town Attorney put together a resolution to add to the agenda for the next Council Meeting.

Mayor Tewalt also mentioned that there are 3 different delegates in Front Royal, where he believes there should be 1. He noted that he had already spoken to the Warren County Board of Supervisor's Chairman, Walter Mabe, who agreed and would be speaking to the Board. He requested the Town Attorney work up a possible joint resolution. Councilman Sealock and Councilman Meza Agreed.


Mayor adjourned the work session at 9:09 p.m.

PRESENT: Mayor Tewalt, Vice Mayor Sealock, Councilman Cockrell, Councilman Gillispie, Councilman Holloway, Councilman Meza, Councilman Thompson, Interim Town Manager Tederick, Town Attorney Napier, Deputy Clerk of Council Lynn, Director of Finance Wilson, Interim Planning and Zoning Director Brock and those members of the public and press who were listening online.

APPROVED:


Eugene R. Tewalt, Mayor

ATTEST:


Tina L. Presley Clerk of Council
Written by Mary Ellen Lynn, Deputy Clerk of Council

Councilman Meza moved, seconded by Councilman Sealock approved the Work Session Meeting minutes of May 4, 2020 on May 11, 2020.

Mayor Initial 