

****ATTENTION: Pursuant to N.C. Gen. Stat. § 166A-19.30(a)(2) in accordance with Governor Cooper’s Executive Order No. 220, face coverings and social distancing are no longer required (in most settings) for those who are fully vaccinated from COVID-19. It is highly recommended for those who are not yet vaccinated to wear a face covering over their mouth and nose and social distance. If you do not have a face covering, one will be provided to you.**

"Face Covering-means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears and fits snugly against the side of a person’s face. A Face Covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Face coverings are most effective when they fit snugly against a person’s face and have two (2) or more layers. This can be achieved by wearing a cloth face covering with two or more layers, or by wearing one disposable mask underneath a cloth mask. A cloth Face Covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels. Based on recommendations from the CDC, face shields do not meet the requirements for Face Coverings."

This Meeting will be held in the Council Chamber of the Mount Airy Municipal Building and also virtually by viewing through the following **WebEx** link:

<https://mountairy.webex.com/mountairy/onstage/g.php?MTID=c294871c0829c48490dfdaf6b7835d78c>

using password COMA if prompted. You may also view this meeting via **Facebook Live** by connecting to the City’s Facebook page **The City of Mount Airy, NC**. To listen in **by phone**, call 1-408-418-9388 using access code 2346 031 3941 if prompted. Links will be posted on www.mountairy.org the day of the meeting.

AGENDA

Welcome and Call to Order.....Mayor Niland
Invocation.....Commissioner Cawley
Pledge of Allegiance.....Everyone

Items for Discussion and Possible Action

- 1.) APPROVAL OF AGENDA:
- 2.) CONSENT AGENDA: The consent agenda is comprised of matters of routine business that do not require discussion by the Board. Items included on this agenda are indicated with an asterisk (*) and will all be considered with one motion by the Board. Should a Board member wish to remove an item from the consent agenda, that item will be considered in its listed place on the agenda.
 - a) ****Approval of Minutes:** August 10, 2021 Vision Committee Roundtable Meeting
- 3.) SPECIAL RECOGNITIONS:
 - a) Recognition of Clint Riggs
- 4.) SPECIAL PRESENTATION:
- 5.) PUBLIC HEARINGS:
- 6.) PUBLIC FORUM:
- 7.) OLD BUSINESS:
- 8.) ITEMS REMOVED FROM CONSENT AGENDA:

9.) **NEW BUSINESS:**

- a) Board to Consider Project Ordinance Amendment #2 for Spencer's Development Phase II Project: **Ordinance No. 2022-009**
- b) Board to Consider Project Ordinance for Willow Street Infrastructure Project: **Ordinance No. 2022-010**
- c) Board to Consider Budget Ordinance Amendment to Provide Funding for Spencer's Development Phase II Project: **Ordinance No. 2022-011**
- d) Board to Discuss Council Chamber Technology Upgrade Options:
- e) Board to Discuss Commissioner at-Large Appointment:

10.) **OTHER BUSINESS:**

11.) **REMARKS BY OFFICIALS:**

- a. City Council
- b. City Manager
- c. City Attorney

12.) **CLARIFICATION/REBUTTAL BY MAYOR AND CITY COUNCIL:**

13.) **ADJOURNMENT:**

**MOUNT AIRY, NORTH CAROLINA
VISION COMMITTEE ROUNDTABLE MINUTES
August 10, 2021**

MEMBERS PRESENT: Mayor Ron Niland, Commissioners Tom Koch, Marie Wood, and Steve Yokeley

MEMBER ABSENT: Commissioner Jon Cawley

Mayor Niland welcomed everyone and called the meeting to order. He then introduced Darren Rhodes who will be facilitating the meeting.

Commissioner Koch made a motion to reconvene the meeting from the August 5, 2021 Board Meeting and it was approved unanimously.

Darren Rhodes introduced himself and those in attendance broke out into five groups for roundtable discussion. Topics to be discussed within the groups were quality of life, takeaways from the committee recommendations, and top five recommended vision projects.

Each group appointed a spokesperson to speak on their group's behalf.

Group 1:

Ben Barcroft reviewed the recommendations from Group 1.

Recommendations:

1. Create and implement Downtown Master Plan
2. Real estate/housing inventory
3. Upper floor residential grant program
4. City appointed Economic Development Committee
5. Improve gateways

Group 2:

Lizzie Morrison reviewed the recommendations from Group 2.

Recommendations:

1. Farmers Market
2. Franklin Street parking lot
3. Create Downtown Master Plan
4. Wayfinding signage
5. Upper floor residential grant program

Group 3:

Andy Goodall reviewed the recommendations from Group 3.

Recommendations:

1. Farmers Market
2. Franklin Street parking lot
3. Wayfinding signage
4. Upper floor residential grant program
5. Improve gateways/Tree City/Expand free downtown parking/Downtown Master Plan

Group 4:

Will Pfitzner reviewed the recommendations from Group 4.

Recommendations:

1. Master Plans (Downtown and existing)
2. Branding scheme for city (Create)
3. Economic Development-Economic Development Committee; Industrial real estate/housing inventory; Business and education incentives; Incubator/business spaces
4. Sustainability-Community garden; Farmers Market structure

Group 5:

Darren Lewis reviewed the recommendations from Group 5.

Recommendations:

1. Create/update Master Plans
2. Optimize use of real estate/housing
3. Business incentives/education growth

Darren Rhodes thanked everyone for their input.

Mayor Niland informed everyone that the next steps are to have City Staff prepare a feasibility study with a list of priorities and how to implement some of these projects.

With no further discussion, the meeting was adjourned.

Approved and adopted this the 16th day of September, 2021.

Ronald M. Niland, Mayor

ATTEST:

Melissa N. Brame, City Clerk

Memo

To: Darren Lewis, Interim City Manager
From: Pam Stone
Date: 9/13/2021
Re: Spencer Development Phase II Infrastructure Project and the Willow Street Infrastructure Water and Sewer Project

Attached are the ordinances needed for the Spencer Development Phase II Infrastructure Project and the Willow Street Infrastructure Project. Due to the State Appropriation Grant being utilized for the water and sewer infrastructure within Willow Street, there is a separate project ordinance for that section.

Ordinance 2022-09	\$ 2,828,467
Ordinance 2022-10	<u>261,868</u>
	<u>\$ 3,090,335</u>

The total estimated cost of the entire Phase II project is \$3,090,335. This includes \$2,999,450 for construction and \$90,885 for design and engineering. Below is the **estimated** breakdown of how the project will be funded.

Grant - WS	\$ 180,410
Water and Sewer Fund	<u>380,758</u>
Total Water and Sewer	561,168

Surry County	1,500,000
Sale of property	350,000
MSD Fund	150,000
Powell Bill funds	303,160
General Fund	<u>226,007</u>
Total Governmental	2,529,167

Total Project	<u>\$ 3,090,335</u>
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Ordinance 2022-011 allocates funding in the General Fund, Municipal Service District Fund and the Water and Sewer Fund for amounts to be appropriated from fund balance.

**ORDINANCE # 2022-009
PROJECT ORDINANCE AMENDMENT #2
FOR
SPENCERS DEVELOPMENT PHASE II PROJECT**

WHEREAS the City of Mount Airy adopted a project ordinance for the Spencer's Development Phase II Project on May 20, 2021;

AND WHEREAS it is necessary to amend this project ordinance to reflect the additional funding for the estimated cost of the Spencer's Development infrastructure;

BE IT ORDAINED by the Board of Commissioners of the City of Mount Airy, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the project ordinance is hereby amended as follows:

Section 3

The following amounts are appropriated for the project:

Economic and physical development	\$ 2,828,467
	<u>\$ 2,828,467</u>

Section 4

The following revenues are anticipated to be available to complete this project:

Transfer from General Fund	\$ 226,007
Transfer from General Fund (Powell Bill Funds)	303,160
Transfer from Water and Sewer Fund	299,300
Transfer from MSD Fund	150,000
Sale of Fixed Assets	350,000
County Participation	<u>1,500,000</u>
	<u>\$ 2,828,467</u>

Adopted this 16th day of September, 2021

_____, Mayor

Attested: _____, City Clerk

**ORDINANCE # 2022-010
PROJECT ORDINANCE FOR
WILLOW STREET INFRASTRUCTUE PROJECT**

WHEREAS the City of Mount Airy accepted a State Appropriation grant which is being administered by the NC Department of Environmental Quality, for the purpose of water and sewer improvements;

BE IT ORDAINED by the Board of Commissioners of the City of Mount Airy, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the project ordinance is hereby amended as follows:

Section 1

The project authorized is for Willow Street area water and sewer improvements as follows:

Project Number:	State Appropriation Grant
Amount:	\$180,410 Portion applied to Willow Street Water and Sewer Improvements

Section 2

The officers of this unit are hereby directed to proceed with the project within the terms of the award documents and the budget contained herein.

Section 3

The following amounts are appropriated for the project:

Economic and physical development	\$ 261,868
	<u>\$ 261,868</u>

Section 4

The following revenues are anticipated to be available to complete this project:

Transfer from Water and Sewer Fund	\$ 81,458
Grant Revenue	<u>180,410</u>
	<u>\$ 261,868</u>

Adopted this 16th day of September, 2021

_____, Mayor

Attested: _____, City Clerk

**ORDINANCE # 2022-011
BUDGET ORDINANCE AMENDMENT**

WHEREAS the City of Mount Airy adopted the 2021-22 budget on June 7, 2021;

AND WHEREAS it is necessary to amend the budget ordinance in order to provide funding for Spencer's Development Phase II Project;

AND WHEREAS General Statute 159-15 of the North Carolina Government Fiscal Control Act provides authority to amend a current municipal budget;

NOW, THEREFORE, be it ordained that authorization is hereby given to make the following adjustments:

	Increase (Decrease)
Section 1. <u>General Fund Appropriations</u>	
Transfer to Capital Projects Fund	438,282
	438,282
Section 2. <u>General Fund Revenue Estimates</u>	
Appropriation of Fund Balance	438,282
	438,282
Section 3. <u>Municipal Service District Fund Appropriations</u>	
Transfer to Capital Projects Fund	150,000
	150,000
Section 4. <u>Municipal Service District Fund Revenue Estimates</u>	
Appropriation of Fund Balance	150,000
	150,000
Section 11. <u>Water and Sewer Fund Appropriations</u>	
Transfer to Water and Sewer Capital Projects Fund	81,458
Transfer to Capital Projects Fund	299,300
	380,758
Section 12. <u>Water and Sewer Fund Revenue Estimates</u>	
Appropriation of Fund Balance	380,758
	380,758

Adopted this 16th day of September, 2021.

_____, Mayor Attested: _____, City Clerk

MEMORANDUM

To: Mayor and Board of Commissioners
From: Nicki Brame, City Clerk
Re: Item 9d

All:

The City's IT Division is in the process of compiling the information regarding Item 9-d. Once received, this information will be given to you prior to the Board Meeting on September 16, 2021.

Thank you and if you have any questions, please let me know.

MARK BROWN

Mrs. Brame:

With this communication, I'd like to state my Intention to be considered for the Commissioner-At-Large position. I have been a resident of Beechtree Circle in Mount Airy for many years, and am also including a short resume', as requested. I have much more material about myself which I can provide later, if needed.

Thanks for the consideration.

Mark T. Brown

Mark T. Brown

169 Beechtree Circle Mount Airy, NC 27030 336-325-0540
browncommunication@gmail.com

President, BROWN COMMUNICATION, Mount Airy, NC.

May, 2001 - present.

My company specializes in producing live events, providing location sound, exhibit design, video, and lighting for all sizes of venues, specializing in stage shows presenting acoustic sound. This involves Public Address and Lighting system design and functioning as a liaison between artists and producers of these events. LIST OF SHOWS AND PRODUCTIONS AVAILABLE ON REQUEST. We also create displays for retail and educational exhibits.

Tour Guide/Driver, Mayberry Squad Car Tours, Mount Airy, NC

Aug 2018 – Present.

Drive classic vehicles resembling Mayberry Police Car in tourism-based operation. Give 30-minute guided tours of Mount Airy to visitors daily.

News/Sports Director, WPAQ /WSYD, Mount Airy, NC.

Feb 2005 - present.

I produce a daily news and sports program for both stations, report live events and produce feature radio stories.

Graphic Artist/Creative Designer, Xtreme! Marketing, Pilot Mountain, NC.

Feb 2019 – May 2021.

Design and manage creative projects for local, regional and international customers. Projects range from designing vehicle wraps for police cars and emergency vehicles to creating floats for parades to designing trade show displays for industrial customers and supervising their construction, transportation, and installation. Oversaw budgets for projects and interacted with customers regarding design requirements.

PORTFOLIOS AVAILABLE ON REQUEST.

EDUCATION: BS in Communications Media Arts / Broadcasting,
APPALACHIAN STATE UNIVERSITY, Boone, NC.

REFERENCES:

Kelly D. Epperson; Owner & Manager, WPAQ & WSYD, Mt Airy

Mike Cockerham; Owner, Mayberry Squad Car Tours

Matt Edwards; Director, Mount Airy Museum of Regional History

Randy Carlisle; Project Mgr, DeSena Commercial Services, Mt Airy

LEN FAWCETT

Dear Ms. Brame,

Please let this correspondence act as official notice of my interest, in the Vacant At-Large Seat, City Of Mount Airy, North Carolina, Board Of Commissioners, this 11th Day of August, 2021.

Thank you,
Len Fawcett

George Lenfesty Fawcett
2027 North Main Street
Mount Airy, North Carolina 27030
(336)789-0898 Home
(336)657-0656 Cellular

'An Informal Resume For My Interest In The City Of Mount Airy Board Of Commissioners'.

Following is a brief synopsis of my professional background. I am semi-retired. This professional background includes seventeen years, as Golf Course Superintendent at Roaring Gap Club, Roaring Gap, North Carolina and eight years, at Maple Chase Golf and Country Club, Winston-Salem, North Carolina. Duties throughout my career, have included comprehensive golf course maintenance, budgetary operations and personnel management. Total golf course management experience includes thirty-five years, with Assistant Golf Course Superintendent positions at Cross Creek Country Club, Olde Beau Golf Club and Grandfather Golf and Country Club. At present, I continue to work on a part-time basis, with Maple Chase Golf and Country Club and Mount Airy Country Club.

Earlier professional experience and community involvement, includes a number of years, spent with the City Of Mount Airy Public Works Department, fulltime and seasonally fulltime, as well as, a number of years, spent as a Volunteer Fireman, with the Mount Airy Fire Department, during the tenure of Fire Chief Bill Joe Woodruff, along with being an original 1980's Charter Member of the City Of Mount Airy Appearance Commission.

Educationally, I'm a graduate of Mount Airy High School and received an Associate Of Applied Agriculture Degree, at North Carolina State University.

My family's history in Mount Airy, includes both my Mother, Doris T. Fawcett and Father, Thomas Garnet Fawcett, Jr.'s, banking and financial services background, of around eighty years of service, between both, with both community and nationally banking institutions. Thomas Fawcett, my Great Grandfather, founded The First National Bank Of Mount Airy, in 1893. The Bank's adept fiscal policies allowed it to, well survive, 'The Great Depression'.

Mr. and Mrs. Thomas Fawcett, along with North Carolina Granite's, Mr. Thomas Woodruffe and Family, Judge Porter Graves, the Armfield's, Messer's and other local community leaders, were instrumental, in establishing Trinity Episcopal Church, in 1896.

I commend the City Of Mount Airy Mayor and Board of Commissioners for accomplishing and continuing to pursue many of the following projects and topics as Mount Airy moves forward.

- ~ The continuing development of the Spencer's Mill Complex, the largest and most important redevelopment and revitalization, in Mount Airy's history.
- ~ The City Of Mount Airy's leadership, in assisting Northern Regional Hospital, with Northern's extensive, planned list, of expansion projects.
- ~ Continued water, sewer and infrastructure replacement, improvements and expansion, to include street, sidewalk, curb and gutter construction, in the city.
- ~ The implementation of construction plans, for the water service line, to service Pilot Mountain, North Carolina.
- ~ Continue to work with Mount Airy - Surry County Airport Officials and the Surry County Board Of Commissioners, in current and future operational plans for the facility.
- ~ The completion, fine tuning, and implementation of the City Of Mount Airy Board Of Commissioners Committee Vision Plans.
- ~ The preservation of Mount Airy's Property Tax Rate, at a level to adequately fund police, fire, public works, municipal and administrative operations, along with park and recreational expenditures.
- ~ The completion of the Granite City Greenway, with the site specific connection to the Spencer's Mill Project vicinity.
- ~ The modifications and improvements needed to renovate and upgrade the Dixie Street Parking Lot, in downtown Mount Airy.
- ~ The City Of Mount Airy's support, in all ways needed, for the continued excellence exemplified by the Mount Airy City Schools in providing the diverse education and training needed to fulfill current and future occupational skills, especially those geared towards and for local employment growth, as strongly seen in the healthcare and educational fields.
- ~ The City Of Mount Airy and Surry County Economic Development Partnership's continued efforts and assistance in recruiting the small, medium, and larger size manufacturing, retail, agricultural, and service based businesses that complement and expand employment opportunities in Mount Airy and Surry County.

Several of my current community interest thoughts include, but are not limited to, the following topics.

~ The urgently needed remediation or removal of abandoned and increasingly hazardous factories, mills, and other structures adjacent to and between Franklin, South Street, and West Pine Streets including the former Quality Mills manufacturing facility, the red multi-story frame building, fronting West Pine Street and the former instant photo processing facility at the intersection of North South Street and Franklin Street. Construction work is currently being undertaken at the former Mittman Auto Body Shop at the intersection of West Pine Street and South South Street. Currently, these buildings pose a clear and inherent danger to the citizens and emergency response agencies of Mount Airy and Surry County.

~ Mount Airy's ties to Polycor's, North Carolina Granite Corporation, quarries of 'White Mount Airy Granite' are both historic and legendary. With Polycor Inc., the Canadian based new owner of Mount Airy's nationally known granite quarry, I would like to see if the railway spur from North South Street into the quarry might be of interest to Polycor Inc. and the Yadkin Valley Railroad Company owned by Gulf and Ohio Railways.

In closing, any City of Mount Airy Board Of Commissioner Member must dutifully fulfill their role to represent all citizens of Mount Airy, whether it be a resident of the wealthiest neighborhoods or those neighborhoods most in need. It is important and advantageous to remember people want to live, work, and raise their families in our wonderful city. We, as citizens and governmental leaders, should all make a tremendous effort to be accommodative in realizing this exceptional quality of life.

We are Mount Airy. We are Mayberry.

George Lenfesty Fawcett August 11, 2021

TERESA LEWIS

The Honorable Mayor Ron Niland and commissioners:

My name is Teresa Lewis, and I would like to once again express my interest in filling the unexpired term of the at large commissioner seat vacated by Mayor Niland. My address is 538 Montclair Drive, Mount Airy.

I fulfilled the two-year term of the at large commissioner seat of former mayor Deborah Cochran from 2010 until 2012. Also, I am the owner of a \$65 million dollar business with 12 offices in three states and over 10,000 employees. I also have an executive search company located in Charlotte, North Carolina filling jobs throughout the United States and even overseas.

For over 33 years, I have been a leader in the community. Currently, I am serving on the Northern Regional Hospital Board of Trustees. I have chaired the Reeves Community Center board, the Surry County Economic Development partnership board, United Fund board, Surry Arts Council board, Mount Airy Museum of Regional History, Chairman of the Republican Party and campaign chairman for Mitt Romney and George W. Bush.

I have also served as Chairman of the following boards and committees, or as a member: Mount Airy Rescue Squad, Centura Bank (now RBC) and BB&T boards locally. A previous term on the Hospital Board of Trustees for Northern Regional Hospital, secured hundreds of thousands of dollars for the indoor pool at Reeves Community Center. Supporter and member of the original committee of 100 that is now the Surry County Economic Development Committee. Raised money for refurbished rooms at Northern Regional Hospital while serving as the Chairman of the Hospital Foundation. I raised money and supported both Hospice Homes and Surry Community College. Supporter and chairman of the board of the Mount Airy Museum of Regional History. In addition, I served on the capital campaign committee and also as a member of the Surry Community College Foundation board for many years. I am a Paul Harris Fellow for Rotary and a major donor. Over the past 33 years, there were many more agencies I served too numerous to name.

Personally I have also given generously to the schools, charities and other organizations including Surry Community College, Hospice in both Surry and Yadkin counties. I have raised lots of money for charity and chaired the March of Dimes fundraiser twice and was active in it and continue to be today. Also, I have raised money for the Boy Scouts chairing the Friends of Scouting campaign twice, United Fund, Reeves Community Center and many other local worthwhile organizations. During my tenure on the Mount Airy Board of Commissioners. I was the deciding vote on curbside recycling, was part of the lowering of city taxes and water and sewer rates during the Great Recession. As a member of the ABC board, I traveled to Raleigh, North Carolina and presented a speech requesting our ABC tax money not be taken away locally. We were successful in this effort. In addition, I was able to get Surry County to donate \$500,000 to the Reeves Community Center for the indoor pool. Also, I was able to get several hundred thousand dollars from the Downtown Business Association for the Surry Arts Council.

I served while declining half of the money due the Commissioners. I believe the money I received was something I was not permitted to decline.

To my knowledge, only Deborah Cochran and I have expressed interest in the open seat. Cochran has since decided to focus on a career advancement opportunity with her current employer in Winston-Salem. It is still my plan to run for mayor next year. Please consider me as an applicant for the open commissioner seat, and I am committed to serve. If I am unsuccessful in the race for Mayor, I will continue as a commissioner. I am a hard worker, and I am known for getting things done on time and on budget.

Please let me know when you wish for me to come before the Board of Commissioners to be questioned and to state my case.

Thank you,
Teresa Lewis
336-371-0344

JOHN PRITCHARD

August 13, 2021

John Pritchard
128 Ridgecrest Dr.
Mt Airy, NC

I would like to be considered for appointment to the vacant City Board seat.

Profile:

B.S. business Administration/Economics

Extensive career in commercial banking; including several NC cities

Created and ran successful multi-state banker recruiting business until selling in 2020.

Strong financial analytical experience.

Have attended 95% of all public city gov't meetings of past 12+ years

Very familiar with Board policies/protocols/procedures

Well versed in past and current issues facing city

Well versed in city budget

Lived here over 20 years; chose to retire here

Married "all my life"; two grown daughters

By being very familiar with our city gov't in general, and our Board specifically, I can make informed contributions on various issues and my votes would be based on good background information and strong analytical skills.

Sincerely,
John R. Pritchard
336-499-3321

JOE ZALESCIK

JOSEPH T. ZALESCIK

1541 W. Devon Drive Mount Airy, NC 27030 · 336-415-5018 home
Cell 336-934-2791
zales60@yahoo.com

Mount Airy City Clerk Nicki Brame
300 South Main Street/PO Box 70
Mount Airy, NC 27030

July 18, 2021

Dear Ms. Brame:

Please accept this letter of interest and resume for the vacant City of Mount Airy Commissioner At-Large seat. I am a current member of the City of Mount Airy Planning Board and I have extensive local governmental experience as an elected and appointed official.

As a fairly new resident of Mount Airy, I have made it a point to be an engaged member of the community. I am a small business owner with Station 1978 Firehouse Peanuts LLC and serve on the board of Surry County Farmers Market with responsibility for the Mount Airy Market located at the post office parking lot.

My elected legislative and administrative governmental experience over the past 30 years has given me the tools to bridge productive and positive relationships with many stakeholders. I put ethics in government at the top of my responsibilities and take the oath of office very seriously.

I am currently retired from a long career in healthcare media relations and will dedicate my time and experience for the At- Large Commissioner position. If appointed, I will run for public election in 2022.

I look forward to appearing before the full board of Commissioners on Thursday, September 2, 2021. If you have any questions or if you need references, please let me know.

Yours for a Better Mount Airy,

Joseph T. Zalescik

Home 336-415-5018
Mobile 336-934-2791
e-mail zales60@yahoo.com

1541 W. Devon Drive
Mount Airy, North Carolina 27030

Joseph T. Zalescik

Summary of qualifications

- **Board Member Mount Airy North Carolina Planning Board August 2020 to present. Active and engaged member of board.**

Owner Station 1978 Firehouse Peanuts LLC March 2020 to present. Mobile hot roasted peanut business based in Surry County North Carolina

Previous Elected Public Official Experience

Chairman of the Board, Commissioner of Personnel Hamilton Township Fire District 3 Mercer County New Jersey

- **February 1992 to May 2020 ten term** Elected public office holder responsible for administration of Fire, Emergency Services, and Rescue Services.
- **25 year Presiding officer for Board of Commissioners.**
- Duties included administration of all personnel, contract negotiations, and policy administration. New Jersey Department of Personnel Civil Service Supervising Certifying Appointing Authority Representative.
- Responsible for annual capital and operating budget of 4.5 million dollars that is voted on by the public.
- Involved with writing all Standard Operating Procedures for department and managing all aspects of preplanning and strategic decisions.
- Administer all aspects of union contracts including progressive discipline and grievance procedures.
- Supervise grant writing applications for equipment and support services.
- Lead official for 3.5-million-dollar county wide radio system grant
- Lead official for negotiation of radio tower leases
- Lead official for lease purchase agreements and financing of capital assets
- Lead official for Governmental Accounting Standards Board, GASB audit
- Completed Incident Command System Training for Managers
- Involved in Mercer County Fire services since 1978.

Previous Appointed Governmental Experience

Board Member Hamilton Township Environmental Advisory Committee January 2000 to January 2006. This committee reviewed all proposed development plans for the municipality. Recommendations regarding environmental issues and general planning issues with applications were sent to the municipal planning board.

The Environmental Commission also was responsible for public outreach events such as stream clean ups, recycling education, and getting the Tree City USA designation.

Lead member for annual stream clean-up program.

Media Specialist, Media Resources Department Capital Health System Trenton and Hopewell New Jersey Retired

- **March 1983 to May 2020.** Responsible for all aspects of management, planning and program development of the office of media resources. Four major units comprise the office of media resources:
 - Multimedia support services in multiple conference centers
 - Videoconferencing/satellite television services and internal video networks
 - Video production/distribution
 - Photography services.
- Responsible for all educational media in a multi-campus health system, outpatient centers, and various medical residency programs.
- Lead team to drive execution of projects and programs on budget.
- Maintain productive and positive relationships with stakeholders.
- Monitor progress, issues, and risks, communicate with team members in timely and effective manner to facilitate or negotiate resolution of problems with outputs and process related to project delivery.
- Provide support to executive leadership in program operations including budgeting, financial reconciliation, vendor management and procurement. Proactively remove obstacles to drive project/program momentum and progress. Engage and energize the program teams.

- Responsible for planning design and operation of instructional technology facilities. Administrative duties include employee training, equipment procurement, budget forecasting, and contract negotiations. Responsible for contracted patient television and telephone rental services. Cross campus videoconference facilities and producer of live international medical television program.
- Program management of multi team initiatives. Partnering with business leadership and managing program delivery across internal IT division, third party vendors, and service providers.
- Able to conceptualize projects or programs from start of finish to effectively manage and keep initiative on schedule while adapting to sudden changes and shifting priorities.
- Have strong managerial and interpersonal skills, as well as a collaborative approach to problem solving. Have a demonstrated ability to manage and work in a complex and changing environment and have a deep general knowledge of current media technologies and future trends.
- Proficient in Microsoft Office, Adobe Photo Shop, Sony Vegas Graphics, and Applied Images Sequel Video Editing System

Education

Associate Degree in Applied Science, Telecommunications Television Program, Mercer County Community College 1980

Graduated with honors, Internship with PRISM Television Philadelphia, Pennsylvania

Continued education in public administration by taking various online classes in ethics, personnel management, and finance.

Professional memberships

International Television Association/Moving Imaging Professionals
Princeton New Jersey Chapter

BioCommunications Association Co-Chairman Delaware Valley Chapter.

Charter Member Past President Health Care Media Association of New Jersey, Allied Member New Jersey Hospital Association

Community activities

Member Mount Airy Chamber of Commerce May 2020 to present volunteer Chamber Ambassador

Election board worker Surry County Board of Elections September 2020 to present

Board Member Surry County Farmers Market Mount Airy Representative November 2020 to present

Vice Chairman Hamilton Township Fire Commissioners Association 2014 to 2020

Trustee New Jersey State Fire District Association 2017-2020

Secretary, Hamilton Township Fire Commissioners Association 1995-2001, Member New Jersey Fire District Association

Active in local government of Hamilton Township, served on various committees. Rent Control, Rabies Control, Emergency Medical and Rescue Services. Council candidate 1985,87,89

Democratic Committeeman Hamilton Township since 1985

Producer of public access cable programs on local community issues.

Political columnist Hamilton Township Area Reporter newspaper 1976-83

Life Member Hamilton Township Democratic Club

Volunteer experience

Charter President Mercer Area Jaycees 1992-93

Chairman of the Board Mercer Area Jaycees 1993-94

Regional Director New Jersey Jaycees 1993-94

Chairman New Jersey Jaycees Model Legislature 1994-96

New Jersey Jaycee Foundation Board Member 1995 to 2001

Trustee, Citizens for a Better Hamilton 1990 to 2015

Served on Greater Mercer United Way Planning and Allocations Executive Committee

Served on Central Jersey Chapter of the March of Dimes Fundraising and Marketing committees for WalkAmerica and Jail & Bail

Fundraising Chairman Hamilton Township Volunteer Fire Service Monument

Served on Hamilton YMCA Sustaining Campaign

Life Member White Horse Volunteer Fire Company

Central New Jersey Kidney Walk Committee 2007 to 2017

Voting Member Country Music Association Nashville TN 2005 to present

Board Worker Mercer County Election Division

State of New Jersey Notary Public 2018 to present

Awards received

Mount Airy Chamber of Commerce Ambassador of the month March 2021

Mount Airy News Mountie Award July 2021 Best New Business

Who's Who in Finance and Industry 1994

- Outstanding Young Men of America 1996
- Outstanding Young Citizen's of New Jersey 1998 from NJ Jaycees
- Strathmore's Who's Who
- **Mercer County Chamber of Commerce "Ask a Busy Person" April 1998**
- **Former Employers**
- **Deborah Heart and Lung Center Audio Visual Department 1981-1983**

- Area Auto Racing News, Area Printing Company 1974-81
K-Mart Corporation 1976-80

- **Freelance journalist/photographer/television producer** since 1974 covering news events, public relations photography, and wedding photography. Published in all local and regional newspapers. National publications include AutoWeek, Area Auto Racing News, National Speed Sport News, Country Music Scene, photos appeared on various country and oldies artists web sites and fan club newsletters.

- **Public affairs radio producer and co-host of "Opinions Matter" WBCB radio Levittown Pennsylvania October 2018 to present.**

- Continued education in Broadcast Engineering and Health Care related management programs.

- Zenger Miller Frontline Management Program