
SPECIAL CALLED MEETING

January 16, 2024

7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Tuesday, January 16, 2024, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
 Timothy J. Corprew T. Kyle Jones
 James W. Ward

MEMBERS ABSENT: Joseph W. Hoffler

OTHERS PRESENT: Frank Heath, County Manager (by Zoom) Tracy Mathews, Finance Officer
 Bill Jennings, Tax Administrator Mary Hunnicutt, Clerk to the Board
 Kim Bray, Assistant Tax Administrator

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to discuss software for tax and finance department.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Timothy J. Corprew made a motion to approve the amended Agenda. The motion was seconded by Charles Woodard and unanimously approved by the Board.

SOFTWARE FOR TAX AND FINANCE DEPARTMENTS

Chairman Nelson recognized Frank Heath, County Manager, who was in attendance through Zoom. Mr. Heath presented some background information on why we have come to this point to change our Tax and Finance software. He explained that our current system is about 40 years old. Last year, the programmer for this software, Lonnie Baker, passed away. About six months ago, County Manager Heath began talking with Bill Jennings, Kim Bray, Tracy Mathews, Helen Hunter, Casey White, and Mary Hunnicutt but decided that it was not feasible to make the change at that time. With the tax revaluation and tax documents for payroll needing to be handled now, Mr. Heath feels that the County needs to make a decision at this time. They have talked to some surrounding counties to find out what vendor they used for their tax and finance software. They contacted those vendors and requested bids. They received the following bids:



PERQUIMANS COUNTY

Office of the Manager

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W. FRANK HEATH, III
 COUNTY MANAGER

Bids for tax software packages:

1- NCACC Property Tax System:

Software-	\$150,000
Annual Maintenance-	\$50,000
Conversion-	\$80,000
Total-	\$280,000

2- Keystone:

Software-	\$141,200
Annual Maintenance-	\$34,192
Conversion-	\$25,000
Total-	\$200,392

3- BiTek:

Software-	\$154,425
Annual Maintenance-	\$35,284
Conversion-	\$50,000
Total-	\$239,709

- Based on the bids and our interactions with the vendors, it is my recommendation that Perquimans County go with Keystone for our tax software upgrades.
- Also, Keystone is the only vendor of the three who also offers finance and human resources software. We are in need of those capabilities as well. It is my recommendation that we engage with Keystone for a comprehensive package that includes all three options of tax, finance, and HR. The total cost would be \$295,991. I am requesting a budget amendment in the amount of \$300,000 to cover the cost.

Perquimans County's Vision:

To be a community of opportunity in which to live, learn, work, prosper and play.

Mr. Heath explained that NCACC Property Tax System was the highest bidder at \$280,000 but only handled tax software. BiTek was the next highest bidder at \$239,709 but they also only handled tax software. The lowest bidder was Keystone at \$200,392 for the tax software but adding software for finance and human resources the total costs for a comprehensive package including all three options would have a total cost of \$295,991. Therefore, he is recommending that the Board award the Tax,

Finance, & Human Resources Software contract to Keystone at a cost of \$295,991. He is requesting that the Board approve the contract and approve the \$300,000 budget amendment to cover the cost of this new software. His reasons for his recommendation for Keystone is the cheapest price, it covers all three options needed, have been most responsive during the bid process, and seems to be good to work with if any problems arise. He further stated that the Tax, Finance, and Human Resources staff recommends this software also. Mr. Heath opened the floor for any questions. Chairman Nelson asked the department staff members if they had any comments. The following comments were made:

- **Bill Jennings:** Mr. Jennings said that he agreed with Mr. Heath’s recommendation. He further stated that Washington County will be going with Keystone too. Chairman Nelson asked if any other counties are using Keystone. Mr. Jennings said that Washington County will be using both and Chowan County uses the finance software.
- **Tracy Mathews:** Ms. Mathews also agreed with Mr. Heath’s recommendation. She further explained that, since the death of our programmer, Keystone has been very helpful with keeping the county’s records and documents being produced. They have been very helpful and is looking forward to working with us. Whenever they have had a question, they were quick to respond with an answer, even before a contract has been signed

Chairman Nelson asked if there were any questions or comments from the Commissioners. The following questions/comments were made:

- **Commissioner Corprew:** Mr. Corprew asked where the company was based out of. Bill Jennings said that they are out of Knightdale and our representative lives in Nash County. Mr. Corprew also asked how much maintenance costs we had with the previous programmer. Mr. Jennings, Ms. Bray, and Ms. Mathews said that it was not very much because Mr. Baker would just help whenever there was a problem. It was the consensus of the employees that the costs was probably around \$2,000 per year. With this system, the maintenance fees will be around \$57,000 per year for all three options. The total costs of the project would be \$295,991 for the first year.
- **Chairman Nelson:** Mr. Nelson asked if this system would provide additional information to the public that the current system would not provide. Mr. Heath said that it would.

Commissioner Jones asked if Mr. Heath was requesting a formal motion. Mr. Heath said that he was. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously awarded the Tax, Finance, and Human Resources Software package contract to Keystone at a cost of \$295,991 and approved the following Budget Amendment No. 23:

**BUDGET AMENDMENT NO. 23
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	300,000	
10-690-989	Tax/Finance Software	300,000	
EXPLANATION: To amend FY 23/24 budget to include funding for new tax/finance system.			

PERSONNEL MATTER

These personnel matter was received after the Agenda Packets were distributed. On motion made by Timothy J. Corprew, seconded by James H. Ward, the following personnel matter was unanimously approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Reagan Charlton	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	01/16/2024

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:35 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
January 17, 2024
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on January 17, 2024 was cancelled.
