

**TOWN OF ENFIELD
BOARD OF COMMISSIONERS**

9 June 2003

RESOLUTION ADOPTING NEW SCHEDULE FOR PRIVILEGE LICENSE

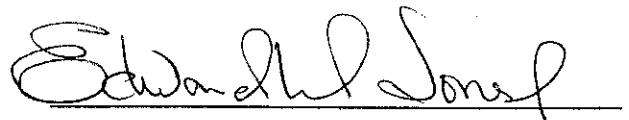
WHEREAS The Town code of Ordinances and the North Carolina General Statutes Authorize the Town to levy an annual privilege license tax on all business located in the Town or Doing business in the Town; and

WHEREAS, The Town Code of Ordinances authorizes the Town to levy the tax according to a schedule on file in the Town Clerk's Office; and

WHEREAS, The schedule of license taxes on file in the town in The Town's Clerk's Office does not currently schedule a flat rate for all businesses that may be required to pay the license tax under North Carolina law.

NOW THEREFORE, be it resolved by the Enfield Town Board of Commissioners that the Town may levy a privilege license tax against all businesses located in the Town or doing business in the Town, to the full extent allowable under North Carolina law. Attached as Exhibit A is a copy of the new schedule, which may be amended by further resolution of the Board.

Adopted this the 9th Day of June 2003


Edward W. Jones, Mayor

ATTEST:


Acting Town Clerk

The Town may tax the following businesses, but the amount of the tax levied is limited by statute:

- A. Building contractors and subcontractors (G.S.160A-211 underrepealed 105-54)
 - i. License tax may not exceed \$10.00
- B. Barbershops and Beauty Salons (G.S.160A-211 (b))
 - i. License tax may not exceed \$2.50 for each barber or beautician
- C. Motorcycle dealers (G.S. 160A-211 underrepealed 105-89.1)
 - i. License tax may not exceed \$12.50
- D. Trailer park and campground operators (G.S. 160A-211 underrepealed 105-102.5(b)(4))
 - i. License tax may not exceed \$12.50
- E. Bowling alley operators ((G.S. 160A-211 under repealed 105-102.5(b)(6))
 - i. License tax may not exceed \$10.00 for each alley maintained
- F. Businesses that sell or repair pianos, organs, and electronic equipment (televisions, radios, etc.) ((G.S. 160A-211 under repealed 105-102.5(b)(9))
 - i. License tax may not exceed \$5.00.

EXHIBIT A

The Town may not tax the following:

- A. Businesses owned by blind persons (G.S. 105-249);
- B. Professionals, including: (G.S. 105-41):
 - I. Attorneys
 - ii. Physicians/Doctors
 - iii. Veterinarians
 - iv. Surgeons
 - v. Dentists
 - vi. Ophthalmologist/Opticians/Optometrists
 - vii. Professional engineers
 - viii. Land surveyors
 - ix. Architects
 - x. Landscape architects
 - xi. Photographers/Canvassers
 - xii. Real estate brokers
 - xiii. Real estate appraisers
 - xiv. Public accountants
 - xv. Licensed embalmers
 - xvi. Licensed morticians
- C. Private detective/private investigators (G.S. 160A-11 under repealed 105-42);
- D. Businesses that install, service, and monitor fire alarms, smoke alarms, and communication systems (G.S. 160A-211 under repealed 105-51);
- E. Gas stations (G.S. 160A-211 under repealed 105-89);
- F. Banks and other financial institutions (G.S. 105-102.3);
- G. Business that sell or rent automatic machines such as typewriters and home appliances (G.S. 160A-211 under repealed 105-102.5(b)(3));
- H. Newspapers (G.S. 105-102.6);
- I. Malt beverage and wine whole salers whose business is not located in the Town (G.S. 105-113.79).

TOWN OF ENFIELD
BOARD OF COMMISSIONERS

Resolution # 2004-19

Resolution Updating Official Zoning Map
November 8, 2004

WHEREAS, Section 78-117 of the Town of Enfield Code of Ordinances provides for an official zoning map for the town which describes the boundaries of zoning districts and other geographic information; and

WHEREAS, Section 78-121 authorizes the Board of Commissioners, by resolution, to adopt a new official zoning map if the prior map becomes difficult to interpret due to the number of amendments or other revisions to the map; and

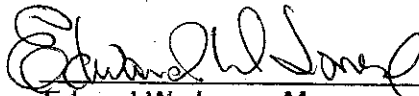
WHEREAS, in recent years the Board has amended the official zoning map and made other revisions to the map; and

WHEREAS, adopting a new official zoning map will make it easier for town employees and residents to identify boundaries, zoning districts, and other geographic information.

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

1. The map attached to this resolution is adopted as the official zoning map for the Town of Enfield.
2. A copy of this resolution, with the attached map, shall be filed with the town clerk and distributed to all departments within the town.

ADOPTED in public session, this 8th day of November 2004.


Edward W. Jones, Mayor

Attest:


Jannie Burnette, Town Clerk

TOWN OF ENFIELD
BOARD OF COMMISSIONERS

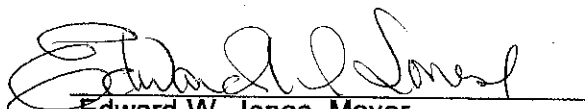
**Resolution Regarding Compensation, Reimbursement to
Commissioners and Mayor**

Resolution # 2005-2

January 10, 2005

BE IT RESOLVED by the Enfield Town Board of Commissioners that:

1. Each member of the Board of Commissioners shall receive \$60 compensation for attending each regular meeting of the Board of Commissioners (*i.e.* monthly work session and regular session meetings are considered two regular meetings). No commissioner may receive Reimbursable Expenses for regular meetings that are held within town limits.
 2. In addition, each commissioner shall receive \$60 compensation for attending each special, emergency or other lawfully called meeting of the Board of Commissioners. No commissioner may receive Reimbursable Expenses for any meeting described in this paragraph that is held within town limits.
 3. The mayor and each commissioner that attends any other public meeting or event in his or her official capacity as a representative of the town (*i.e.* a public meeting of the Halifax County Commissioners) or otherwise in furtherance of town business (*i.e.* a seminar for local government officials) shall receive no compensation for attending the event. The commissioner and mayor will, however, be reimbursed for any Reimbursable Expense.
 4. Any Reimbursable Expense that is reasonably anticipated to exceed \$500 must be pre-approved by a majority vote of the commissioners eligible to vote on the expense, as required by section 2-204 of the Code of Ordinances.
 5. For purposes of this resolution, "Reimbursable Expenses" include the following:
 - A. Automobile mileage, reimbursed at the current legal rate as designated by current town policy;
 - B. Transportation expenses (such as airfare, train transportation, taxi/shuttle service, and related expenses);
 - C. Meals, reimbursed at a rate of not more than \$7 for breakfast, \$10 for lunch, and \$18 for dinner;
 - D. Lodging;
 - E. Registration fees for conferences and related expenses;
 - F. Parking; and
 - G. Any other expense, upon prior approval by a majority vote of the commissioners eligible to vote on the expense.
 6. The provisions of this resolution may be waived in extenuating circumstances upon a majority vote of the commissioners eligible to vote on the issue.
- ADOPTED in public session, this ____ day of January, 2005.


Edward W. Jones, Mayor

Attest:


Jannie Burnette, Town Clerk

TOWN OF ENFIELD
BOARD OF COMMISSIONERS

**Resolution Regarding Disposal of Personal Property
Owned by the Town of Enfield**

September 12, 2005

BE IT RESOLVED by the Enfield Town Board of Commissioners that personal property owned by the town may be disposed of in accordance with state law following the procedures set forth below.

Section 1. Property valued at less than five thousand dollars (\$5000).

The town manager or his/her designee is authorized to dispose of personal property owned by the town that is valued at less than five thousand dollars (\$5000.00) for any one item or group of similar items, to set the property's fair market value, and to convey title to the property for the town. Prior to disposition, the town manager/designee must determine that the property is no longer necessary or desirable for town use. The town manager/designee shall choose a method of disposal designed to obtain a fair market value for the property in the most efficient and economical manner possible. The disposal of the property may be achieved through public or private exchange or sale. No prior notice of the proposed sale or exchange is required.

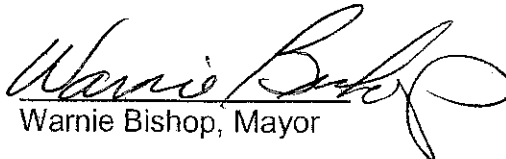
The town manager/designee shall report such sales to the Board of Commissioners at its next regularly scheduled meeting. Such reports shall generally describe the property sold or exchanged, to whom it was sold or with whom it was exchanged, and the amount of money or other consideration received for each sale or exchange.

Section 2. Property valued at five thousand dollars (\$5,000) or more.

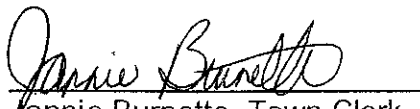
Personal property valued at five thousand dollars (\$5,000.00) or more for any one item or group of similar items may be disposed of as outlined in Chapter 160A, Article 12 of the North Carolina General Statutes.

Legal Reference: G.S. 160A-266

ADOPTED in public session, this 12th day of September, 2005.


Warnie Bishop, Mayor

Attest:


Jannie Burnette, Town Clerk

RESOLUTION APPROVING 2002 LOCAL WATER SUPPLY PLANS

WHEREAS, North Carolina General Statute 143 355(l) requires that each unit of local government that provides public water services or plans to provide such services and each community water system shall, either individually or together with other such units of local government and community water system, prepare and submit a local water supply plan; and

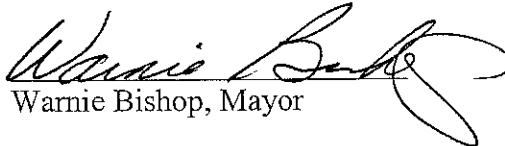
WHEREAS, as required by the statute and in the interests of sound local planning, a water supply plan for Town of Enfield, PWSID # 042025, has been developed and submitted to the Town Board of Commissioners for approval; and

WHEREAS, the Town Board of Commissioners finds that the water supply plan is in accordance with the provisions of North Carolina General Statute 143 355 (l) and that it will provide appropriate guidance for the future development of water supplies for the Town of Enfield as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

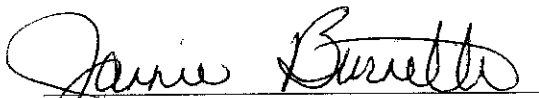
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioner of the **Town of Enfield** that the water supply plan entitled Town of Enfield Water Supply Plan dated 2002 is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 20th day of November, 2006.


Warnie Bishop, Mayor

ATTEST:


Town Clerk

**Town of Enfield
Enfield, NC**

October 27, 2006

Water Shortage Response Plan Ordinance

Section 1. Authority to Implement

When conditions dictate, the Town of Enfield Public Works Director (or any other individual), under the Direction of the Town's Mayor, may implement a Water Shortage Response Plan (WSRP). Conditions, which may require the WSRP to be enacted, are outlined in Section 2.

Section 2. Factors Requiring Implementation of the Water Shortage Response Plan

Several parameters or conditions may require the Town of Enfield to initiate the WSRP. These include but are not limited to significant reductions in stream water levels at the Fishing Creek intake source, a significant increase in pump run times for the predetermined total flow at the water treatment facility, contaminants in the water system, act of terrorism, vandalism, main breaks and natural disasters.

If the factors listed above reduce stream water levels at the Fishing Creek intake source or pump run times at the water treatment facility or by any event or combination of events prevent the water system from delivering water, WSRP phases will be enacted in the following order:

Phase I will be enacted if a 20% reduction in normal stream water levels is noted or if pump run times increase 20% in order to maintain previous rates or any other event which causes a 20% reduction in the water system's capacity.

Phase II will be enacted if a 40% reduction in normal stream water levels is noted or if pump run times increase 40% in order to maintain previous rates or any other event which causes a 40% reduction in the water system's capacity.

Phase III will be enacted if a 60% reduction in normal stream water levels is noted or if pump run times increase 60% in order to maintain previous rates or any other event which causes a 60% reduction in the water system's capacity.

Section 3. Water Use Classification

In order to aid the implementation of the WSRP, water uses for the Town of Enfield will be grouped into one of three classifications:

Class I-Essential Water Uses

These uses include but may not be limited to water use required to/for:

- Sustain human life and the lives of domestic pets
- Maintain minimum standards of hygiene and sanitation
- Health care uses necessary for patience and rehabilitation
- Fire Hydrants, Firefighting, including training and drills as approved by the Town's Manager
- Flushing Sewers and Hydrants as needed to ensure public health and safety as approved by the Town's Manager.

Class II-Socially or Economically Important Water Uses

These include but may not be limited to water use required to/for:

- Residential laundry water use.
- Preserve commercial vegetable gardens, golf course greens, trees, fruit orchards, nursery stock, and livestock maintenance
- Outdoor commercial watering, public or private to the extent that sources other than fresh water are not available for use.
- Establishing vegetation, after construction/earth moving activities as required by law.
- Filling and operation of municipal or private swimming pools provided that these swimming pools serve 25 or more residents.
- Operation of commercial car and truck washes, restaurants, Laundromats, clubs, schools, churches and other similar establishments.
- Air conditions. Refilling for start-up at the beginning of the cooling season, make-up water during the cooling season, or refilling specifically approved by health officials where the system has been drained for health protection or repair purposes.

Class III-Non Essential Water Uses

These uses include but may not be limited to:

- Operation of water fountains, reflecting pools, artificial waterfalls, ornamental pools and recreational swimming pools that serve fewer than 25 persons
- Non-Commercial washing of motor vehicles, sidewalks, houses, etc
- Non-Commercial watering of gardens, lawns, parks, golf courses (excluding greens), playing fields and other recreational areas.
- Serving water in restaurants, clubs, or eating places except by specific request.
- Refilling of air conditioning cooling towers after draining except as specified in Class I.

Fire Hydrants, any use including use of sprinkler caps and testing fire apparatus and for fire department drills, except as listed in Class I.
Flushing of sewers and hydrants except as listed in Class I.

Section 4. Phased WSRP and Water Use Reduction Goals

When the WSRP is implemented, the below phased approach will be followed:

Phase I-Voluntary Conservation

This phase will be enacted when it is determined that one or more of the parameters Outlined in Section 2 is met. If this occurs, the consumers will be notified promptly by any or all of the following: mailers, door hangers, public posting at the Town Hall, Post Offices, etc. The public will be asked to begin voluntary conservation measures and Class III Non-Essential uses will be halted. Specific conservation measures and tips can be seen on Attachment I.

Phase II-Mandatory

This phase will begin when the Town Public Works Director issues a water shortage advisory. The consumers will be notified by one of the methods noted in Phase I. All users will be required to adhere to the voluntary conservation measures as noted in Attachment I. Class III uses will be banned. Class II uses will be allowed although outdoor vegetative watering will be limited according to the resident's street address. Even numbered addresses will be allowed to water on even days of the month. Odd numbered addresses will be allowed to water on odd days of the month.

During Phase II, industrial facilities will be required to develop and demonstrate to the Public Works director a water shortage response program. The program should show, at least, a 25% reduction in water usage.

Failure to adhere to the Phase II (Mandatory) required conditions will result in a written notice of violation for the first offense and/or a \$50.00 fine. Thereafter, each violation increases by a factor of \$50.00. Any violation past a fourth offense shall result in a disruption of water service to the offending party until Phase II has been rescinded.

Phase III-Emergency

This phase will commence with the issuance of a water shortage emergency declaration from the Town's Public Works Director. Users will be notified by any or all of the methods noted in Phase I. All users will be required to use voluntary conservation measures outlined in "Attachment I". Class III uses will be banned and Class II uses will be allowed with the exception of vegetative

watering Industrial users will be required to implement their water reduction program, immediately.

Failure to comply with the mandates during Phase III will require the offending party to pay \$100.00 fine for the first offense, \$500.00 fine for the second offense and disruption of service for the third offense.

In addition, residential users will be allotted 1000 gallons per month per person per connection. If the water uses 1001-1250 gallons per month per person connection, surcharge of 25% will be added to the monthly bill. If the user uses 1251-1500 gallons per month per person per connection, a surcharge of 75% will be added to the monthly water bill. If the user uses 1501 or more gallons per month per person per connection, a surcharge of 150% will be added to the monthly bill.

Commercial, industrial and institutional facilities will be required to reduce their monthly water consumption by 25% of the previous 12-month water consumption average to maintain the current water rate for that month. The average water use can be evaluated on an individual basis for facilities with seasonal demand fluctuations. A 10-24% water use reduction from the previous 12-month water use average will require the Town to impose a 25% surcharge on the monthly water bill. A 0-9% water use reduction from the previous 12-month water use average will require the Town to impose a 50% surcharge on the monthly water bill. An increase of 1-25% above the previous 12-month water use average will result in a surcharge of 100% added to the next monthly bill. Any amount used above 25% of the previous 12-month average water use will require the Town to add a surcharge of 150% to the monthly bill.

Section 5. Enforcement

Enforcement of mandatory conservation and associated fines will be the responsibility of the Public Works Director under the direction of the Town's Mayor.

Section 6. Water Shortage Response Plan Cancellation

As the determining parameter(s) decrease in severity and return to acceptable levels, the Town will lift the WSRP. The cancellation procedure will be in the reverse order of the WSRP implementation procedure.

Bobby E. Davis
Town Manager

TOWN OF ENFIELD
BOARD OF COMMISSIONERS

**Resolution Adopting Rules for Public Comment Period
at Regularly Scheduled Public Meetings**

September 17, 2007

WHEREAS, the Town of Enfield Board of Commissioners desires to adopt reasonable rules governing the conduct of public comments during its regular meetings pursuant to North Carolina General Statutes section 160A-81.1 and to allow for more effective conduct of the public comments and interaction with the Board.

NOW, THEREFORE, BE IT RESOLVED that the Town of Enfield Board of Commissioners adopts the attached rules governing the conduct of the public comment period during regular meetings.

ADOPTED in public session, this ____ day of September 2007.

Warnie Bishop, Mayor

Attest:

Jannie Burnette

RULES GOVERNING THE PUBLIC COMMENT PERIOD DURING REGULAR MEETINGS OF THE TOWN OF ENFIELD BOARD OF COMMISSIONERS

1. A public comment period shall be placed on the agenda of each regular meeting of the Board of Commissioners, which shall occur at the end of the agenda but before any closed session held at the end of the meeting.
2. Each person desiring to speak during the public comment period should sign up to speak at least three (3) full business days prior to the start of the meeting on the form provided by listing their name and topic on which he or she will speak.
3. Speakers will be recognized in the order in which they registered for public comment. A total time of thirty (30) minutes will be allotted for the public comment period. Any person at the end of the public comment period who signed up to speak but was unable to do so may be requested to hold their comment until the next regular public comment period during which they will be given priority for comment. The Board, in its discretion, may extend the time allotted for public comment.
4. A speaker shall first state his or her name and address. Each speaker shall be allotted up to three (3) minutes to speak, which shall be strictly observed unless otherwise extended at the discretion of the Board.
5. Speakers shall at all times maintain proper decorum and shall make their comments in a civil manner. Speakers shall remain at the podium to make comments and not approach the Board or staff without the express invitation of the Mayor or presiding officer.
6. At the request of the Board, groups of persons supporting or opposing the same position may be asked to designate a spokesperson to speak. A designated spokesperson may be allotted up to 6 minutes to speak.
7. Speakers shall not speak on any topic which is the subject of a public hearing on the same agenda.
8. The Board should refrain from engaging in a dialogue with speakers except to the extent necessary to clarify the speaker's position. Public comment is not intended to require the Board or staff to answer any impromptu question. The Mayor or other presiding officer may acknowledge to the speaker that the comments have been received as a matter of information. If the Board deems that the comment requires action, the topic may be referred to the appropriate person, committee or board for review and recommendation. Rarely will action be taken at the meeting when the comment is presented.

TOWN OF ENFIELD
BOARD OF COMMISSIONERS

**Resolution Implementing Rules for Special Separation Allowance
to Retired Law Enforcement Officers**

March 17, 2008

WHEREAS, N.C. Gen. Stat. 143-166.42 enables municipalities to provide a special separation allowance to retired law enforcement officers who meet specified age and service requirements; and

WHEREAS, the Town of Enfield desires to implement certain rules for qualification and termination of benefits paid by the town.

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

1. The special separation allowance payments to a retired law enforcement officer under G.S. 143-166.42 shall terminate:
 - a) upon the death of the individual;
 - b) upon the last day of the month in which such officer attains 62 years of age; or
 - c) upon the first day of such officer's re-employment with the State or any local government or agency thereof.
2. The town agrees to pay and be responsible only for the pro rata share of the special separation allowance based on the amount of creditable service earned and accrued while such person was employed by the Town of Enfield. For example, and for illustrative purposes only, if a person has 40 years of creditable service but retired from the town having earned only 10 years of creditable service while employed by the town, the town agrees to pay only its pro rata share of the special separation allowance (25%).
3. These rules shall apply only to sworn law-enforcement officers eligible for the special separation allowance hired following the adoption of this resolution.
4. If any portion of this resolution is void or unenforceable, it is the intent of the Board of Commissioners that any remaining portion have full force and effect.

ADOPTED in public session, this _____ day of March, 2008.

Warnie Bishop, Mayor

Attest:

Jannie Burnette, Town Clerk

248629

Town of Enfield
Drug and Alcohol Testing Policy

Pursuant to Article V, Section 10 of the Town of Enfield Personnel Policy, the Town of Enfield Board of Commissioners issues this Drug and Alcohol Testing Policy to be effective immediately.

- I. Pre-employment Drug Testing: All applicants will be required to submit to a test for the presence of illegal drugs prior to final employment by the town. A confirmed negative drug test is a condition of employment for all positions, and a confirmed positive test indicating the use of illegal drugs will automatically disqualify applicants for employment. An applicant's refusal to submit to a pre-employment drug test required by this policy shall automatically disqualify the applicant for employment.
- II. Reasonable Suspicion Drug & Alcohol Testing: Any employee may be required to submit to a drug or alcohol test when the town administrator or the town administrator's designee has a reasonable suspicion that the employee is in violation of the town's policy on the possession, use, or distribution of drugs and alcohol. Criteria that may be considered in determining whether "reasonable suspicion" exists include, but are not limited to:
 - A. Direct observation of drug or alcohol use or possession;
 - B. Direct observation of the physical symptoms of intoxication or drug use, such as impairment of motor functions or speech;
 - C. Information provided by a reliable or credible source or that has been independently corroborated;
 - D. A pattern of abnormal conduct or behavior observed by a supervisor trained to recognize the signs of drug or alcohol impairment;
 - E. Recent arrest or conviction for drug-related offense, or reliable information that the employee is the focus of a criminal investigation involving a drug offense; and/or
 - F. Evidence that an employee has tampered with a previous drug test.

The drug or alcohol test will be conducted to determine whether the employee has been under the influence of illegal drugs, under the influence of alcohol while on duty, or impaired by the use of prescription or nonprescription drugs while on duty. If the drug or alcohol assessment is positive and there is no legitimate medical explanation for the results, the employee may be subject to disciplinary action, including termination of employment.

- III. Post-Accident Drug & Alcohol Testing: All employees, whether full or part-time, who operate a motor vehicle or heavy machinery on behalf of the town on a regularly-assigned basis may be required to submit to a post-accident drug or alcohol test if they are involved in an accident which results in personal injury or property damage in any amount reasonably estimated to be in excess of \$500.

The drug or alcohol test will be conducted to determine whether the employee has been under the influence of illegal drugs, under the influence of alcohol while on duty, or impaired by the use of prescription or nonprescription drugs while on duty. If the drug or alcohol assessment is positive and there is no legitimate medical explanation for the results, the employee may be subject to disciplinary action, including termination of employment.

- IV. Random Drug and Alcohol Testing: Any employee who occupies a safety-sensitive position may be required to submit to a random test for the presence of illegal drugs or alcohol. The town administrator shall determine a schedule for random testing and shall generally test all employees in safety-sensitive positions with the same frequency as others. The drug or alcohol test will be conducted to determine whether the employee has been under the influence of illegal drugs, under the influence of alcohol while on duty, or impaired by the use of prescription or nonprescription drugs while on duty. If the drug or alcohol assessment is positive and there is no legitimate medical explanation for the results, the employee may be subject to disciplinary action, including termination of employment.
- V. Refusal to Submit to Test: Any employee who refuses to submit to drug or alcohol testing in accordance with this policy will be subject to dismissal.
- VI. Tampering with Results: Any individual who tampers with a blood or alcohol sample by substituting or contaminating a specimen will be subject to dismissal.
- VII. Testing Procedures: Any drug testing required under this policy shall conform with state law governing administration of controlled substance examinations. A drug test shall be deemed positive when it indicates the presence in a blood or urine sample of a "controlled substance," as defined in Chapter 90, Article 5, of the North Carolina General Statutes, at or above the threshold levels established by the National Institute on Drug Abuse (NIDA). An alcohol test shall be deemed positive when it indicates alcohol content at or above the level allowed by law for a driver of a commercial motor vehicle under the Motor Vehicle Law of North Carolina by use of breath analyzer or laboratory analysis of blood, urine, saliva, or breath sample. Any drug or alcohol testing required by the town after any initial employment test will be arranged for and provided at no cost to the person(s) being tested.
- VIII. Confidentiality: Information obtained through implementation of this policy is intended to be used solely for the purpose of protecting the health and safety of employees and the general public. All testing records will be kept confidential as provided by law. Test results and other confidential information may be released only as provided by law.

TOWN OF ENFIELD
BOARD OF COMMISSIONERS

Resolution Creating Parks and Recreation Advisory Board

September 15, 2008

WHEREAS, the Town of Enfield Board of Commissioners desires to create a Parks and Recreation Advisory Board, which shall advise the Board of Commissioners on parks and recreation matters and encourage and promote the use of the public parks and recreational activities in and around the town.

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

1. Pursuant to North Carolina General Statutes section 160A-146, the Board of Commissioners creates the Parks and Recreation Advisory Board.
2. The purpose of the Parks and Recreation Advisory Board shall be to advise the Board of Commissioners on parks and recreation matters and to encourage and promote the use of the public parks and recreational activities in and around the Town of Enfield.
3. The Parks and Recreation Advisory Board shall consist of five members, who shall be appointed by and serve at the exclusive pleasure of the Board of Commissioners. Each member shall reside in Enfield or within the extra-territorial jurisdiction of the town. Each member shall serve on the Parks and Recreation Advisory Board on a voluntary basis only and shall not be deemed to be a town employee by virtue of membership on the Parks and Recreation Advisory Board. Each member shall serve for an indefinite term unless otherwise provided by the Board of Commissioners.
4. Upon its appointment, the Parks and Recreation Advisory Board shall promptly meet and elect from its members a chairperson and such other officer(s) as it may choose. The Parks and Recreation Advisory Board shall hold meetings as it deems necessary and appropriate, or upon the instruction of the Board of Commissioners.
5. The Parks and Recreation Advisory Board is a public body subject to State laws regulating open meetings, public records, and similar municipal activities.
6. The Parks and Recreation Advisory Board shall work diligently to promote parks and recreation in the Town of Enfield. It shall make recommendations to the Board of Commissioners regarding:
 - A. A program designed to advance the use of the public parks and encourage recreational activities in and around the Town of Enfield;

B. Projects for carrying out a parks and recreation program through community activities, youth programs, parent involvement, athletic competitions, and other organized activities;

C. Parks and recreation surveys, advertisements in periodicals or other communications media;

D. Assistance to community organizations in support of the parks and recreation plan;

E. Grants or other sources of revenue available to the town to further parks and recreation activities; and

F. Any other activities related to promoting parks and recreation in and around the town.

7. The Parks and Recreation Advisory Board may work in conjunction with other public or private organization to further the parks and recreation plan.

8. Although the Parks and Recreation Advisory Board may correspond and coordinate parks and recreation projects with third parties, its primary purpose is to advise the Board of Commissioners on such matters. All formal and final decision-making authority is vested exclusively with the Board of Commissioners. The Parks and Recreation Advisory Board shall report directly to the Board of Commissioners and the Town Administrator, and shall have no authority to supervise or otherwise control the functions of the Director of Parks and Recreation or any other town employee.

9. The Parks and Recreation Advisory Board shall regularly update the Town Administrator of its activities.

ADOPTED in public session, this ____ day of September 2008.

Warnie Bishop, Mayor

Attest:

Jannie Burnette

265013

RESOLUTION 2008-14
Identity Theft Protection Policy and Breach Response Plan

WHEREAS, the Federal Trade Commission (FTC) has required that all financial institutions and creditors who establish or maintain “covered accounts” containing customer “identifying information” as defined by the Fair and Accurate Credit Transactions Act (FACTA) of 2003 establish identity theft protection programs; and

WHEREAS, the Town of Enfield desires to comply with these Federal regulations by formally adopting a policy concerning the protection of customer information it obtains through programs and services;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Enfield adopts the following Identity Theft Protection Policy for Customer Information.

1.0 Purpose

The purpose of this policy is to identify programs and services where information is collected by the Town from citizens in a “creditor” relationship, determine whether such information is maintained in “covered accounts” containing customer “identifying information” per federal regulations, and establish procedures for the security of such information.

2.0 Definitions

Covered Accounts—An account that a financial institution or creditor offers or maintains, primarily for personal, family or household purposes, that involves or is designed to permit multiple payments or transactions; or any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

Credit—The right granted by a creditor to a debtor to defer payment of debt or to incur debts and defer its payment or to purchase property or services and defer payment therefore.

Creditor—Any person who regularly extends, renews, or continues credit; any person who regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit.

Identifying Information—Any name or number that may be used, alone or in connection with any other information, to identify a specific person, including any:

1. Name, social security number, date of birth, official state or government issued driver’s license or identification number, alien registration number;
2. Unique biometric data, such as fingerprint, voiceprint, retina or iris image, or other unique physical representation;
3. Unique electronic identification number, address or routing code; or
4. Telecommunication identifying information or access device.

3.0 Accounts

- (a) Assessments—The Town may, from time to time, apply assessments to property owners for the purpose of recovering some or all of the costs of a variety of improvements. Per the definitions listed above, the Town acts as a creditor maintaining a covered account. Accounts established and maintained of property owners owing assessments do not contain any identifying information that is not public information and obtained from Halifax County property tax records. When an assessment is paid no copies of checks or other information is kept on file so FACTA would not apply to this account.

Electric, Water, Sewer and Garbage Fees—The Town charges fees for monthly electric, water, sewer and garbage services. These fees are included with a customer's monthly utility billing. Utility billing services are provided by the Town of Enfield, who acts as a creditor in establishing and maintaining covered accounts for customers. Since the Town is responsible for collecting or maintaining, and has access to identifying information, the regulations of FACTA does apply. The guidelines below would be used in the handling of all utility account information.

- (b) Privilege License Fees—The Town imposes a license tax for the privilege of conducting business in the Town. Records kept may include the following identifying information: a person's name and social security or taxpayer identification number, depending on the type of business (sole proprietorship or partnership). However, no accounts are established by the Town for the customer upon payment of the fees, and the Town does not act as a creditor since the customer is paying a tax rather than a fee.

The regulations of the FACTA do not apply, but since the Town does obtain information that could potentially be used to steal a person's identity the following guidelines would be used in the handling of all Privilege License account information.

4.0 Managing, maintaining, and storing sensitive and confidential information

- (a) Employees who have access to sensitive and confidential information are required to create, handle, maintain, and dispose of such information with prudent care in order to ensure proper security. Access to sensitive and confidential information will be limited and only provided in order for authorized employees and contractual third parties to perform essential tasks for Town business.
- (b) The following procedures should be followed while creating, handling, maintaining, storing, and disposing of sensitive information.
1. Enter information directly to a final destination (i.e. computer system) and refrain from documenting the information in other areas.
 2. Sensitive information should not be included on e-mails.
 3. Sensitive information should not be included on printed reports except as needed for the performance of essential tasks.
 4. Maintain documents that contain sensitive information in a secured area and limit access to the area.
 5. If possible, utilize encryption to secure information in the database or storage system.
 6. Do not leave a computer unattended if sensitive information could be accessed by unauthorized individuals. While away from the computer, log off or lock the workstation.

7. Do not store files with sensitive information on laptops or on flash drives unless the information and the device can be secured and not accessible to unauthorized individuals.
 8. Take reasonable measures when destroying sensitive data that will prohibit the information from being read or reconstructed. Documents with sensitive data should be shredded by the individual who has authorized access to the data or by another employee while in the presence of the authorized employee. The Town may enter into a written contract with a third party in the business of record destruction to destroy sensitive information in a manner consistent with this policy.
- (c) In order to protect sensitive and confidential information, the Town will only release sensitive information to the account holder or individual(s) who own the information upon confirmation of personal identifying information or a valid picture ID. The confirmed account holder or individual may authorize the release of sensitive information to a third party. Confidential information will only be released in accordance with state statute. The only exception will be the release of specified information pursuant to a court order, warrant, subpoena or other requirement by law.

5.0 Sensitive and Confidential Information Breach Response Plan

(a) Step 1. Identify that a breach of sensitive or confidential information has occurred.

1. Physical Breach - The following are indications that there has been unauthorized access to sensitive and confidential information via a physical breach. Other activities may occur that are also physical breaches that are not included in the listing.
 - a. Evidence of lock tampering on file cabinets or office doors
 - b. Evidence of unauthorized entry in an area where sensitive and confidential information is stored
 - c. Missing files or documents that contain sensitive information
2. Technology Breach - The following are indications that there has been unauthorized access to sensitive and confidential information via a technology breach. Other activities may occur that are also technological breaches that are not included in the listing.
 - a. Unknown or unauthorized name in the computer logon window
 - b. Disconnected computer cables or power cables
 - c. Missing computer equipment (desktop, laptop)
 - d. Evidence that electronic files have been accessed by unknown or unauthorized individuals or are missing
 - e. Devices or media attached to the computer that are not known or authorized
 - f. Unusual programs running, icons, or windows that appear that are not known and are not part of the normal work process
 - g. Any other suspicious activity which indicates an attempt to use technology without approval

(b) Step 2. Notify the appropriate internal and external contacts.

Internal notification -- Any Town employee who becomes aware of a suspected or actual security breach must notify their immediate supervisor. The immediate supervisor will notify department management who is responsible for further investigation and notification.

External notification – The Town is required to notify affected individuals of actual security breaches. Each suspected breach will be reviewed by the department where the breach occurred and then with the Town Administrator to determine the appropriate action that will include the following:

- a. Notify the affected individuals without unreasonable delay providing information in general terms about the incident, the type of sensitive information that was subject to the unauthorized access, the actions that the Town will take to protect the information from further access, a telephone number that the person may call for further information and assistance, and advice that directs the person to remain vigilant by reviewing account statements and monitoring free credit reports.
- b. Providing affected individuals with information about how to alert credit agencies to potential fraud and identity theft.
- c. Notice to affected individuals may be provided by one or more of the following methods:
 - i. Written notice
 - ii. Telephonic notice provided the contact is made directly with the affected persons and appropriately documented by the Town.
- d. If a security breach involves more than 1,000 persons, the Town will provide written notice of the timing, distribution, and content of the notice to the Consumer Protection Division of the North Carolina Attorney General's Office, as well as to all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis, as defined in 15 U.S. C. 1681a(p).
- e. Notice may be delayed if law enforcement informs the Town that disclosure of the breach would impede a criminal investigation or jeopardize national security. Such request by law enforcement must be documented in writing.

This policy will be reviewed yearly by the Town Administrators office or designee and recommended updates that reflect changes in accounts and services, or its relationship with customers, will be brought back to the Board of Commissioners for approval.

Adopted this the 27th day of October, 2008

Warnie Bishop
Mayor

SEAL

Jannie Burnette, CMC
Town Clerk

ADOPTED
5.18.09

RESOLUTION #2009-23

**RESOLUTION AUTHORIZING ELECTRONIC ADVERTISING OF BID
PROPOPOSALS**

WHEREAS, the Governor of the State of North Carolina signed into Law House Bill 1169 giving Local Governing Boards the authority to approve the method of electronic advertisement of bid proposals;

WHEREAS, the method of electronic advertising would save tax dollars in advertising cost and would reach potential bidders world wide;

WHEREAS, the method of electronic advertising may be used instead of, or in addition to advertising bid proposals in a local newspaper;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL as follows:

1. Pursuant to G.S. 143-129, the City Council hereby authorizes the method of Electronic advertising of bid proposals via the internet in lieu of advertising in a local newspaper. Advertisements for bid proposals may take either the form of an electronic advertisement, or the form of a local Newspaper advertisement when all other provisions of G.D. 143-129 Regarding the advertising of bid proposals are met.
2. This resolution shall be effective on its adoption.

Adopted this ____ May, 2009.

Warnie Bishop, Mayor

ATTEST:

Town Clerk

113

**TOWN OF ENFIELD
BOARD OF COMMISSIONERS
Resolution # 2010-06
Resolution Adopting Code of Ethics for Board of Commissioners**

June 21, 2010

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a "frequent recurrence to fundamental principals is absolutely necessary to preserve the blessings of liberty," and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, *Esse quam videri*, "To be rather than to seem," and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this Town, and with obeying the law, and

NOW THEREFORE, in recognition of our blessings and obligations as citizens of North Carolina and as public officials representing the citizens of the Town of Enfield, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Board of Commissioners do hereby adopt the following General Principals and Code of Ethics to guide the Board of Commissioners in its lawful decision-making.

GENERAL PRINCIPALS UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depends upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- Board members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- Board members must always remain aware that at various times they play different roles:
 - As advocates, who strive to advance the legitimate needs of their citizens
 - As legislatures, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions
 - As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.

- Board members must know how to distinguish among these roles to determine when each role is appropriate, and to act accordingly.
- Board members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Board of Commissioners and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member's best judgment.

Section 1. Board members should obey all laws applicable to their official actions as members of the board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To declare that a board member is behaving unethically because one disagrees with that board member on a question of policy (and not because of the board member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

Section 2. Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values
- Behaving consistently and with respect toward everyone with whom they interact
- Exhibiting trustworthiness
- Living as if they are on duty as elected officials regardless of where they are or what they are doing
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves
- Treating other board members and the public with respect and honoring the opinions of others even when the board members disagree with those opinions
- Not reaching conclusions on issues until all sides have been heard
- Showing respect for their offices and not behaving in ways that reflect badly on those offices
- Recognizing that they are a part of a larger group and acting accordingly

- Recognizing that individual board members are not generally allowed to act on behalf of the board but may only do so if the board specifically authorizes it, and that board must take official action as a body

Section 3. Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this board will consider impropriety in terms of whether a reasonable person who is aware of all the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate.

If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

Section 4. Board members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communication outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the board has authority.

Board members should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Section 5. Board members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to board members or their employees.

In order to ensure strict compliance with the laws concerning openness, board members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

ADOPTED in public session, this ____ day of June, 2010.

Barbara Simmons, Mayor

Attest:

Jannie Burnette, Town Clerk

TOWN OF ENFIELD
BOARD OF COMMISSIONERS

Resolution Changing the Board's Regular Meeting Time
December 19, 2011

BE IT RESOLVED by the Town of Enfield Board of Commissioners:

1. Starting in January, 2012, regular session meetings of the Board of Commissioners shall be held on the third Monday night of each month, to begin at 5:30 p.m., unless a different time of day is specified at the time of adjournment of the previous meeting.
2. In the event a regular session meeting falls on a legal holiday, that meeting shall be held on the fourth Monday night of the month, to begin at 5:30 p.m., unless a different time of day is specified at the time of adjournment of the previous meeting.
2. Regular session meetings shall be held in the town municipal building, 200 Whitfield Street, unless a different location is specified at the time of adjournment of the previous meeting.
3. A copy of this resolution shall be filed with the town clerk.
4. The town clerk shall post at the town offices a schedule of regular board meetings, but no other notice shall be required.

ADOPTED in public session, this ____ day of December, 2011.

Barbara Simmons, Mayor

Attest:

Jannie Burnette, Town Clerk

**TOWN OF ENFIELD
BOARD OF COMMISSIONERS
RESOLUTION # 2012-04**

**Resolution to Enter into an Interlocal Agreement with Halifax County
for a Metered Water Connection and Supplementary Water Supply**

April 16, 2012

WHEREAS, the Town of Enfield is the owner and operator of a water supply and distribution system as authorized under Chapter 160A, Article 16, of the North Carolina General Statutes; and

WHEREAS, Halifax County is the owner and operator of a water supply and distribution system as authorized under Chapter 153A, Article 15, of the North Carolina General Statutes; and

WHEREAS, the County desires to make certain expansions and improvements to its water supply and distribution system in the Enfield area in accordance with a plan that is generally identified by the County as its Phase XI-A Water Project (the "Project"); and

WHEREAS, one purpose of the Project is to provide a supplementary or auxiliary source of water supply for the benefit of the Town of Enfield, which will require a metered point of connection between the new County water main and the existing Town water main; and

WHEREAS, the Town and the County recognize the mutual benefit to each entity that will be realized from establishing this auxiliary source of water for the Town; and

WHEREAS, the Town and the County propose to enter into an interlocal agreement setting forth specific terms and conditions for the metered connection of the new County water supply main with the existing Town water main, a copy of which is attached to this resolution;

NOW, THEREFORE, the Town of Enfield Board of Commissioners resolves that the execution of the proposed interlocal agreement in the form attached to this resolution is hereby ratified and approved, and the Mayor and town staff are authorized to execute the same.

ADOPTED in public session, this ____ day of April 2012.

Barbara Simmons, Mayor

Attest:

Jannie Burnette, Town Clerk

**TOWN OF ENFIELD
BOARD OF COMMISSIONERS**

**Resolution Banning Use of Tobacco Products at All Town Parks
and Town-Owned Recreation Facilities
Resolution # 2012-08**

June 18, 2012

WHEREAS, students Shardae Rhynes and Ashley Hilton made an informative presentation to the Board of Commissioners at its May 2012 regular session meeting on the dangers of smoking, second-hand smoke and the use of tobacco products; and

WHEREAS, as part of their presentation, Ms. Rhynes and Ms. Hilton requested that the Board of Commissioners consider banning smoking and the use of tobacco products at all town parks and town-owned recreation facilities; and

WHEREAS, the Board of Commissioners believes granting the request would be in the community's best interest.

NOW, THEREFORE, the Town of Enfield Board of Commissioners resolves that smoking and the use of all tobacco products is prohibited at all town parks and other town-owned recreation facilities. The Parks and Recreation Director shall cause appropriate signs to be placed in and about all town parks and town-owned recreation facilities to implement the provisions of this resolution.

ADOPTED in public session, this ____ day of June 2012.

Barbara Simmons, Mayor

Attest:

Jannie Burnette, Town Clerk

Reference: G.S. 130A-491, *et. seq.*

TOWN OF ENFIELD
BOARD OF COMMISSIONERS

Resolution # 2013-03

Resolution to Amend Personnel Policy

April 15, 2013

The Town of Enfield Board of Commissioners amends Article VI, Section 8 of the Town of Enfield Personnel Policy adopted on July 19, 2000, as follows:

"Section 8. Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until the end of the last payroll in December of each year. However, if the employee departs from service, payment for accumulated leave shall not exceed 30 days. Effective the last payroll in the calendar year, any employee with more than 30 days of accumulated leave shall have the excess accumulation removed so that only 30 days are carried forward to the next calendar year (normally January 1). Employees are not eligible to receive pay for vacation time not taken. Employees may have one-half-of-the excess vacation amount converted to sick leave. ..."

ADOPTED in public session, this ____ day of April 2013.

Barbara Simmons, Mayor

Attest:

Jannie Burnette, Town Clerk

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**TOWN OF ENFIELD
BOARD OF COMMISSIONERS**

**Resolution to Amend Personnel Policy
Resolution # 2014-01**

May 19, 2014

The Town of Enfield Board of Commissioners amends Article VII, Section 2 of the Town of Enfield Personnel Policy adopted on July 19, 2000, as follows:

"Section 2. Holidays

The Town designates the following days, and other such days as the Town Commissioners may designate, are holidays with full pay for employees of the Town:

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day

Independence Day
Labor Day
Veteran Day
Thanksgiving Day and Day After
Christmas Eve, ~~and~~ Christmas Day and Day After

..."

ADOPTED in public session, this ____ day of May 2014.

Barbara Simmons, Mayor

Attest:

Jannie Burnette, Town Clerk

1077761

TOWN OF ENFIELD
EQUIPMENT RECEIPT FORM

Name: _____

Make: _____

Model: _____

Serial Number: _____

Borrow Date: _____

I acknowledge that I have received the above item and am responsible for its care. I understand that this equipment is the property of the Town of Enfield and must be returned to the Town upon request or at the conclusion of my employment or other use. I further understand that the use of this equipment is governed by the most recently adopted versions of the Electronic Equipment Usage Policy (Policy). The Policy has been provided to me and I understand that I can obtain future updated versions by contacting the Town Clerk.

User Signature / Date_____
Authorized Staff Signature / Date

Electronic Equipment Usage Policy

PURPOSE:

The purpose of the Electronic Equipment Usage Policy (Policy) is to communicate standards governing use of the Internet and other town technology resources and equipment.

As used herein, "User" means any Town employee, Board of Commissioner, volunteer or any other person to whom electronic equipment is provided by the Town.

AUTHORITY:

The Town of Enfield, using public funds, provides Users with the equipment, infrastructure, and service needed to perform their duties. Users should have no expectation of privacy related to their electronic transmissions of any kind. All town business and equipment is public and subject to public records law. An authorized agent of the Town of Enfield may be required to review files or other electronic data stored on any computer or server.

Section 1 – Special Use and Maintenance

Users supplied with a Town-issued computer, cell phone or other such equipment shall use such equipment only for town business. Each User is responsible for any intentional or reckless damage caused to town electronic equipment.

Section 2 - Term Use of Town Equipment

If a User fails to sign in/sign out electronic equipment, and the equipment becomes lost or stolen, that person will be responsible for the replacement of the equipment.

The following are guidelines for maintenance and use of town-issued electronic equipment:

- Users accept responsibility for the equipment while it is in their possession and may be held liable if the equipment is damaged while under their control.
- Equipment may only be operated by Town-authorized Users. Family members or friends may not use or borrow the equipment.
- Users should only install software related to town business. If software is needed that is not already installed, this can also be installed by the Town.
- **Users are responsible for all phone/text/long distance charges beyond the Town's subscription plan. Please contact your supervisor if you are unsure what charges you may be responsible for. In the event your use exceeds the subscription plan, you hereby authorize the Town to deduct any overages from any salary compensation owed to you until the Town has been fully reimbursed, so long as your net income does not place you below the federal/state minimum wage.**

Section 3 - Web Browsers

All activity performed on town equipment may be logged. The type of information gathered includes but is not limited to: web site name, date/time of visit, length of visit, pages viewed, files downloaded, your Enfield user account name, and your Enfield computer name.

Information that is typed in or links that are clicked on are not detected or recorded. It is not the policy of the Town to routinely review or monitor the substance of the recorded logs. Only an authorized agent of the Town of Enfield can view a detailed report listing any web browser activities. The only member of the Town authorized to produce such a report is the Town Administrator or his/her designee (the Mayor may authorize such report of the Town Administrator), and the only person authorized to review the report is the requesting party. Users should use their best judgment by avoiding web sites featuring material that is considered not suitable.

Section 4 – E-Mail

All electronic messages and attachments sent or received by a User may be automatically copied to a separate archive database. Messages may be stored in this database (potentially for several years) in accordance with the approved Records and Retention Policy. In addition, messages saved in this archive are subject to search and/or release to the public pursuant to North Carolina Public Records statutes. All town business related emails, whether in a town provided email account or a personal account, are the property of the town pursuant to North Carolina Public Records statutes. Users may be requested and are responsible for providing these records. It is not the policy of the Town to routinely review or monitor the substance of messages or attachments. The only persons authorized to produce such a report is the Town Administrator and the Town Clerk, and the only person authorized to review the report is the requesting party.

Users should compose messages and attachments in a professional manner with the understanding that their communication reflects on the character of the Town of Enfield. Whether an email message is personal or business, it still originates from the Town. All electronic communications are subject to being disclosed to a third party in the event of litigation or turned over to the media or other parties in the event of a public records request.

Section 5 – File Storage

Documents modified or created by Users on town equipment are town property. Town-issued computers may receive regular updates and cleaning. Critical information should always be saved in the "My Documents" folder in order to be backed-up prior to these maintenance periods.

Section 6 – Rights

In order to protect the integrity and confidentiality of email messages, the Town of Enfield requests that email transmission of any Town documents/attachments via a third party email system not occur. Examples of third party systems would include, but are not limited to, Hotmail, Yahoo Mail, or G-Mail. The Town of Enfield seal, the internet domain names and certain custom artwork (such as the Enfield seal) are property of the Town of Enfield. The use of these properties should be for the conducting of official Town business only.

Section 7 – Miscellaneous

Instant Messaging Software, streaming audio or video programs and P2P software is not permitted and may be cleared from town equipment when it is cleaned. The Town of Enfield prohibits the use of Town equipment to conduct business for personal gain.

Section 8 – Privacy, General and Legal Issues

All electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of the Town of Enfield. A User has no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information by this equipment.

Users shall not post, transmit, view or originate any unlawful, threatening, abusive, fraudulent, hateful, defamatory, obscene, or pornographic communication, or any communication where the message, or its transmission or distribution, would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law. Users may not access or attempt to gain access to any computer account to which they are not authorized, nor may they access or attempt to access any portions of the Town networks to which they are not authorized. Users may not intercept or attempt to intercept data transmissions of any kind to which they are not authorized.

Section 9 – Confidentiality

In the course of assisting with the production, retrieval or interpretation of the data outlined in Sections 3-6 (as a result of receiving a request) the Town may become aware of personal information about a User. If illegal use is evident, it is required by law to be disclosed to the proper authorities. Users are responsible for ensuring that any data outlined in Sections 3-6 does not contain information which may be illegal or personal.

July 2014

UPDATED, EMAILED
TO LOUIE
8.19.14

TOWN OF ENFIELD, NORTH CAROLINA

**RESOLUTION TO AMEND SCHEDULE
FOR CEMETERY-RELATED SERVICES**

Resolution 14-__

The Town of Enfield Board of Commissioners amends the fee schedule for cemetery-related services as follows:

1. The fee charged to users for opening/closing a grave with a traditional casket is **\$500** per casket.
2. The fee charged to users for opening/closing a grave with an urn that holds cremation remains is **\$100** per urn.
3. The fee charged to users for cemetery plots is **\$800** per plot, regardless of the residency status of the person.

This fee schedule shall apply immediately upon adoption.

Adopted this ____ day of _____ 2014.

Barbara Simmons, Mayor

Attest:

Jannie Burnette, Town Clerk

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