TOWN OF HUDSON REGULAR MEETING

September 21, 2021

In Attendance:

Members Present: Mayor Janet Winkler, Mayor Pro Tem, Larry Chapman, Commissioners: Jim Engelman, Jeff Link, Barry Mitchell, Rick Shew and Ann Smith

Others Present: Town Manager, Jonathan Greer, Finance Officer, Michelle Coffey, Town Planner, Teresa Kinney, Sergeant Detective, Scott Lovins, Town Clerk, Tammy Swanson and Town Attorney, Carroll Tuttle, and Police Officer, Nicholas Holland

Call to Order:

Mayor Janet Winkler called the September meeting to order, and Mayor Pro Tem, Larry Chapman, led the group in the Pledge of Allegiance and opening prayer. Janet welcomed the audience to the meeting.

Discuss/Adjust Agenda:

Janet presented the September agenda, and there were no additions or changes requested.

Motion: (Rick Shew/Jim Emgelman) to approve the agenda as presented. Unanimously approved.

Approval of Minutes:

Motion: (Larry Chapman/Rick Shew) to approve the minutes, as presented, for the August 17, 2021 Regular Meeting, August 17, 2021 Closed Session and September 14, 2021 Hometown Strong Meeting. Unanimously approved.

Introduction of Officer Nicholas Holland:

Sergeant Detective, Scott Lovins, introduced Nicholas Holland. Sergeant Lovins mentioned that our Country and our State are going through a crisis in finding police officers, and he mentioned that we are very fortunate to get Officer Holland on board. Officer Holland has a couple years of experience with the Dept. of Corrections, and also served in the Navy.

Officer Holland stated that he was glad to be working for Hudson, and he introduced his family that was in attendance to the Board.

Jonathan stated that because the Police Department was short staffed, Officer Holland was officially sworn in on September 10th, and went straight to work.

The Board welcomed Officer Holland to the Town of Hudson family.

Comprehensive Plan Committee:

Jonathan stated that at the August 17th Board meeting, the Board voted to approve the formation of a Comprehensive Plan Committee, and he presented the following names for approval as members:

Ann Smith, Commissioner and Planning Committee member

Jeff Link, Commissioner and Planning Committee member

Rick Shew, Commissioner and Planning Committee member

Roger Barlow, Chairman, Planning Board

Jerry Triplett, Planning Board

James Amelia, Planning Board

Jonathan Greer, Town Manager

Richard Blevins, Chief of Police

Chuck Raby, Parks & Recreation Director

Teresa Kinney, Town Planner

Donna Laws, Owner, Foothills Realty in Hudson

Candis Hagaman, Three Doors Down (business located at HUB Station.)

Jonathan stated that he had spoken to each of these potential members, and they have all agreed to serve.

Teresa commented that the Comprehensive Plan update process should take around 12 months. She added that we are fortunate that we already have a working Land Development Plan, which will be very helpful.

Jonathan commented that the WPCOG is currently working on updating the demographic information, and the work on updating the Plan should begin in October. He added that the Committee would meet at least once per month, and there would be two public hearings held during the process for public input.

Motion: (Jim Engelman/Larry Chapman) to approve the members, as presented, to serve on the Comprehensive Plan Committee. Unanimously approved.

Call for Public Hearing: Update Watershed and Flood Damage Ordinances:

Jonathan stated that the Board needed to call for a public hearing for the October 19th meeting to adopt updated Watershed and Flood Damage ordinances in accordance with N.C.G.S. 160D.

Teresa stated that we have two ordinances that need to be revised to go along with 160D. She stated that there will also be other revisions she plans to make with these ordinances that should be helpful. Teresa commented that we probably have $10 to $11 million worth of properties located in flood prone areas.

Motion: (Rick Shew/Larry Chapman) to call for public hearings as needed for the October 19, 2021 Regular Meeting to adopt updated Watershed and Flood Damage Ordinances. Unanimously approved.

COVID-19 Policy to Comply with OSHA ETS:

Jonathan stated that in July of this year, the federal Occupational Safety and Health Administration (OSHA) issued an emergency temporary standard (ETS) for first responders and medical personnel. Because of this, the Town of Hudson needs to adopt a policy to meet this ETS, primarily for our Police Department. Jonathan presented a policy that meets the OSHA ETS for Police, and it includes elements that meet additional OSHA requirements for other departments as well.

Jonathan explained that most of the requirements of the ETS are things we're already doing in Hudson, such as, wearing masks when appropriate, social distancing, quarantining when appropriate, cleaning and

disinfecting, etc. The ETS is geared more towards Emergency Medical Services and Fire Departments; however, our Police Officers do respond to medical calls, which means we need a policy to meet the OSHA requirements. An example is that when people come in Town Hall, they stop in the lobby – same with Police Dept. Also, when employees are showing signs of COVID, they get tested. He commented that Granite Falls is doing a similar policy.

Motion: (Rick Shew/Jim Engelman) to approve the COVID-19 Policy to comply with OSHA-ETS as presented. Unanimously approved.

The Policy was approved as follows:

Town of Hudson, North Carolina

COVID-19 Emergency Temporary Standard

Purpose:

Occupational Safety and Health Administration (OSHA) shall issue an Emergency Temporary Standard (ETS) if the agency determines that employees are exposed to grave danger from exposure to substances or agents determined to be toxic or physically harmful or from new hazards, and an ETS is necessary to protect employees from such danger.

OSHA has determined that employee exposure to SARS-CoV-2 (virus causing COVID-19) presents a grave danger to workers in all healthcare settings in the U.S. and its territories where people with COVID-19 are reasonably expected to be present and has issued "Occupational Exposure to COVID-19; Emergency Temporary Standard."

https://www.federalregister.gov/documents/2021/06/21/2021-12428/occupational-exposure-to-covid-19-emergency-temporary-standard

In response to the COVID-19 pandemic and to fulfill OSHA ETS requirements, the Town of Hudson, NC has developed a COVID-19 Safety Plan to be used in addition to previous implemented policies, training, recordkeeping, and reporting.

Scope and Application:

With some exceptions **all** employers in settings where employees provide healthcare services or healthcare support services are required to establish and implement an effective written COVID-19 plan pursuant to an ***OSHA Occupational Exposure to COVID-19: Emergency Temporary Standard (ETS).***

Responsibility:

The Town of Hudson has designated a COVID-19 Safety Director to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The Director for the Town of Hudson shall be the Town Manager, presently Jonathan Greer. Departments within the Town that are subject to the requirements of the ETS shall have a Safety Coordinator to monitor strategies within the specific departments. The Safety Coordinator for the Police Department shall be the Chief of Police, presently Richard Blevins. The Safety Coordinator for the Public Works Department shall be the Public Works Director, presently Norman Crump. The Safety Coordinator for the Recreation Department shall be the Recreation Department Director, presently Chuck Raby. The COVID-19 Safety Coordinator(s) shall be knowledgeable in infection control principles and practices for the facility and employees and has the authority to ensure compliance with elements included in the COVID-19 plan.

In collaboration with facility leadership, the Safety Coordinators will conduct a hazard assessment of the workplace (***Appendix A***) to identify potential hazards related to COVID-19. In addition, input will be solicited from front line employees responsible for providing healthcare and healthcare support services. Our frontline staff may be more knowledgeable of day-to-day hazards employees may be exposed to, related to COVID-19. They can also contribute valuable ideas about how the hazard might be eliminated, or potential risk of exposure decreased.

The plan will be made readily available to our employees and their representatives. The plan will be made available via online and hard copy.

Management and Screening at Town Facilities:

In settings where in person contact occurs:

- Key entry points into the facility will be identified and limited to the number needed to conduct the transaction of business. Entry points include front facility doors at both the Town Hall, Police Department, Recreation Center and Public Works Building.
- All persons (including residents, delivery people, volunteers, visitors, and any other non-employee) entering the facility will be screened for the following:
    - Signs and or symptoms of COVID-19
    - Diagnosis of COVID-19
    - Exposure to COVID-19

Standard and Transmission-Based Precautions:

The Town of Hudson has developed and implemented policies and procedures addressing standard and transmission-based precautions as outlined in the CDC's *"Guidelines for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings"* (2007).

These policies and procedures are documented and integrated into the Blood borne Pathogens and Infectious Disease Control Policies.

Personal Protective Equipment (PPE):

The Town of Hudson, primarily the Hudson Police Department, provides clean, undamaged PPE for all personnel providing healthcare services or healthcare support services. PPE use is consistent with CDC recommendations under standard and transmission-based precautions and OSHA's Blood borne Pathogen regulations. Included below are additional requirements specific to the ETS.

Facemask (surgical, medical procedure, dental or isolation mask that is FDA cleared and/or authorized:

- Use:
  - Worn over the nose and mouth by each employee while in the facility and if occupying a vehicle with another employee for work related activities.
  - Changed when soiled, damaged and no less than daily.
- Exceptions to use:
  - When employee is alone in a room
  - While eating and drinking (must physically distance from others or separated by barrier)
  - In well-defined areas where there is no reasonable expectation that a person with suspected or confirmed COVID-19 will be present **AND** employees are fully vaccinated
  - When important to see the employees' mouth (communicate with deaf/hard of hearing). Alternatives such as face shields may be considered on a case-by-case basis.
  - Medical contraindication
  - Religious belief
  - When/if facemask presents a hazard to employee

Face shields:

- Use:
  - Covers the eyes, nose, and mouth.
  - Wraps around the sides of the face (temple to temple) and extends below the chin.
  - Cleaned at least daily and when visibly soiled.
  - May be used when employee not able to wear a facemask due to medical condition or another hazard.

Gowns and gloves:

- Use:
  - Protects skin and clothing from contamination.
  - Worn for care of all suspected and/or confirmed persons with COVID-19.
  - Worn as outlined in the standard and transmission-based precautions policies and procedures and the OSHA blood borne pathogens exposure control plan.

Respirator(s): Filtering Face piece Respirators (FFR-N95s), Elastomeric, Powered Air-Purifying (PAPR):

The Town of Hudson does not issue nor supply Respirators to every town employee, however the Police Department does issue N-95 respirators to its officers. When performing or assisting medical personnel in any situation where an Aerosol Generating Procedure is to be performed, employees shall leave the area of the procedure unless they have a properly fitted N-95 respirator device.

The following guidelines for use shall apply to Town Employees when using N-95 respirators.

- Use-required:
  - Worn for encounter with all suspected and/or confirmed persons with COVID-19.
  - Used for aerosol-generating procedures performed on persons suspected or confirmed to have COVID-19.
  - Used in accordance with OSHA respiratory protection standard (1910.134). https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134

- Use-not required to be worn:
  - May be provided by the employer to use as facemask.
    - Training on how to perform a user seal check, medical signs and symptoms that may limit or prevent use, and instructions on limited re-use.

Aerosol-generating Procedures:

Pursuant to the ETS AGPs are defined as, *open suctioning of airways, sputum induction, cardiopulmonary resuscitation, endotracheal intubation and extubation, non-invasive ventilation (e.g., BiPAP, CPAP), bronchoscopy, manual ventilation, medical/surgical/ postmortem procedures using oscillating bone saws, and dental procedures involving ultrasonic scalers, high-speed dental handpieces, air/water syringes, air polishing, and air abrasion.*

Employees that perform or assist in performing any of these procedures on a patient/resident with suspected/confirmed COVID-19 shall wear a NIOSH approved respirator, eye protection, gown, and gloves.

When responding to medical calls for suspected COVID-19 infection, the number of employees allowed in the area or citizen's residence will be limited. After the procedure is completed, equipment will be cleaned and disinfected.

Physical Distancing:

When feasible, based on the type of healthcare services or healthcare support services being provided employees will maintain distance of 6 feet from other persons. When this is not feasible due to employee job requirements (direct contact/care activities), employees will be instructed to maintain a distance from other persons to the degree feasible (does not include while employees are in movement such as passing in hallways, etc.)

Consistent with CDC recommendations, measures that we have employed since the beginning of the pandemic include:

- Limiting employees in citizen's residence and other emergency response locations.
- Moving persons outside whenever feasible.
- Conducting Law Enforcement activities outside of homes when feasible.
- Limiting close contact with citizens as much as feasible.
- Limiting office traffic by use of electronic devices for report purposes.

In well-defined areas where there is no reasonable expectation that a person with suspected or confirmed COVID-19 will be present **AND** employees are fully vaccinated employees will not be required to physically distance.

Physical Barriers:

No physical barriers have been installed during the pandemic. Both the Town Hall and Police Department reception areas have previously installed glass windows to minimize exposure to foot traffic in the offices. The Police Department vehicles have Plexiglas shields to minimize exposure to arrestees during transport.

Cleaning and Disinfection:

The Town of Hudson has developed and implemented cleaning and disinfection policies and procedures consistent with CDC's *"COVID-19 Infection Prevention and Control Recommendations"*.

All non-dedicated, non-disposable equipment should be cleaned and disinfected after each use, according to manufacturer instructions.

Disposable equipment shall be used only once and properly disposed of at the conclusion of the interaction necessitating its use.

Frequently touched surfaces will be cleaned and disinfected when visibly soiled and no less than daily.

An EPA-registered disinfectant that has qualified under EPA's emerging viral pathogens program and included on List N will be utilized.

https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0

Hand Hygiene:

Hand hygiene policies are incorporated in our facility wide infection prevention program as a key measure to reduce the risk of transmission of infectious organisms, including COVID-19.

Alcohol-based hand rubs (ABHR) have several advantages including being more effective, can be made more readily available and require less time. ABHRs are available to all employees, in each police vehicle and in common areas of the facilities.

Employees also have access to sinks, soap and water and hand washing is recommended when hands are visible soiled, before eating and after using the restroom.

Ventilation:

Heating, ventilation, and air conditioning (HVAC) systems are operated in accordance with manufacturer instructions, based on the design of the system.

Air filters at town facilities will be maintained and replaced as necessary to ensure proper HVAC functioning.

No facility associated with the Town of Hudson has an existing Airborne Infection Isolation Room (AIIR).

Health Screening and Management:

All employees will be screened before each workday and each shift. Screening will be conducted by:

1) Asking employees to self-monitor before reporting to work

Screening will include:

- Signs and symptoms of COVID-19
- Diagnosis of COVID-19
- Known exposure to COVID-19

Employees are required to notify their departmental Safety Coordinator of any COVID-19 illness, symptoms, diagnosis and/or exposure. The Safety Coordinator will immediately notify the HR Department for contact tracing purposes.

Employees shall, within 24 hours, be notified if they have had a potential exposure to a person who is COVID-19 positive in the workplace.

Pursuant to the ETS each employee who was not wearing a respirator and any other required PPE and has been in close contact with that person in the workplace should be notified.

We also have staff that work for other employers and good communication is essential, so everyone stays informed of potential hazards and exposures.

Notification shall be made to other employers whose employees may have had an exposure, such as in the case of dual career employees.

Employees with confirmed infection or who have symptoms of COVID-19 will be excluded from work consistent with CDC's *"Return to Work Criteria for Healthcare Personnel with SARS-CoV-2 Infection"*.

Close Contact Known Exposure is defined as contact to a known positive Covid-19 person of less than 6 feet and for at least 15 minutes.

Employees with *known exposure* will be excluded from work for:

- Ten Days from a positive test due to symptoms ***OR***
- At least (5) days following the exposure and be tested for COVID-19 after the 5-day incubation period following exposure. If negative the employee may return to work if asymptomatic. Employees are required to obtain a COVID-19 test at the discretion of the employer.

- Employees with known exposure, who are asymptomatic, have been fully vaccinated **OR** have recovered from COVID-19 in the past three (3) months **do not need** to be excluded from work.

Consistent with CDC recommendations *"Updated Healthcare Infection Prevention and Control Recommendations in Response to COVID-19 Vaccination"* healthcare personnel, regardless of vaccination status, should have a series of two viral tests for SARS-CoV-2 infection. Testing is recommended immediately after exposure and if negative tested again 5-7 days after exposure.

Employees required to be excluded (removed) from the workplace:

- May be required to work remotely or in isolation, based on requirements of the job.
- May use accrued leave during any quarantine period.
- Continue and maintain seniority and all other employee rights.
- Upon return, will not be subjected to any adverse action because of the removal.

Vaccination:

Employees will be provided with reasonable time and paid leave to receive vaccination and if they experience any side effects following vaccination.

Employee vaccinations will continue to be offered and reported, consistent with Federal and/or state requirements.

Training:

Consistent with CDC recommendations training was provided to employees when the COVID-19 pandemic began and has been provided at frequent intervals since that time. Methods include in person sessions, use of educational materials and signage. Training is provided to employees in an appropriate language and literacy level.

Training topics include but may not be limited to:

1. Epidemiology of COVID-19, including transmission.
2. Facility specific policies and procedures on patient/resident screening and management
3. Task/situation that may pose a risk of exposure to COVID-19.
4. Facility specific policies to prevent the spread of COVID-19.
5. Employer specific policies on appropriate use of PPE (i.e., when required, limitations, proper donning/doffing, disposal)
6. Facility policies for cleaning and disinfection
7. Facility policies for health-screening and medical management
8. Facility policies for sick leave and any COVID-19-related benefits employees may be entitled to receive.
9. The identity of the safety coordinator specified in this plan.

10. How to obtain a copy of the ETS, the COVID-19 plan and any related policies and procedures

Additional training will continue to be provided whenever:

- Changes occur that affect the employee's risk of contracting COVID-19.
- When policies or procedures changed **OR**
- There is an indication the employee has not retained the necessary understanding or skill.

Training is conducted by a person knowledgeable in the subject matter as it relates to the employees' job duties and capable of answering employee questions.

Recordkeeping:

All versions of the COVID-19 plan implemented to comply with ETS will be retained.

A log containing a record of each instance identified by the Safety Director, Safety Coordinators or the HR Department in which an employee is COVID-19 positive (regardless of whether work related or not) will be maintained while the rule remains in effect.

Information in the COVID-19 log will be recorded within 24 hours of learning of the positive employee.

The log will be:

- Maintained as a confidential medical record.
- Not disclosed except as required by ETS or federal law.
- Contain the following information:
    - Employee name
    - One form of contact information
    - Occupation
    - Location where the employee works
    - Date of last day at work
    - Date of positive test OR date of first symptom

Records will be made available by the end of the next business day (after a request) as follows:

- All versions of the written COVID-19 plan to the employees, their personal representatives, and their authorized representatives
- The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee.
- A version of the COVID-19 log that **removes** the names of employees, contact information, and occupation to all the following: any employee, their personal representatives, and their authorized representatives.

Reporting:

It is our policy to report to all Federal, state and county authorities, as required, any information related to COVID-19. Pursuant to the ETS. The Town of Hudson, North Carolina shall report to OSHA the following:

- Each work-related COVID-19 fatality within 8 hours of learning of the fatality
- Each work-related COVID-19 inpatient hospitalization within 24 hours of learning of the inpatient hospitalization

Reporting may be done by:

- Calling our local OSHA office
- Calling the OSHA 24-hour toll-free number at 1-800-321-6742 **OR**
- Electronic submission

https://www.osha.gov/pls/ser/serform.html

Effective and Compliance Dates:

Effective: June 21st, 2021

Compliance: September 24, 2021

_____ _____

Approved by Jonathan Greer, Town Manager Date

Appendix A: Hazard Identification and Assessment

To be most effective, hazard assessments must be conducted as a team approach with management, coordinators, and front-line employees involved in the hazard assessment process (*e.g.,* identifying potential hazards) and the development and implementation of the COVID–19 plan. Information related to hazard identification may be collected by rounding, evaluating the environment, discussion with staff and observing staff practices.

Person(s) conducting the hazard assessment: Jonathan Greer, Town Manager, Richard Blevins, Police Chief, Norman Crump, Public Works Director, Chuck Raby, Recreation Department Director

Date: 09/15/21

Names of non-managerial staff participating in the assessment:

Potential Hazard: Area, activity, or work duty that potentially exposes employees to COVID-19 hazards	***Engineering Controls: What controls can be implemented to remove the hazard from the workplace?***	***Work Practice Controls: Employee work practices that can mitigate the hazard.***	***Use of PPE: What PPE could be used to mitigate the hazard?***
Performing CPR	Limit the number of employees in the area. Move patient outside when possible.	Thoroughly clean and sanitize all equipment used during the emergency response procedure.	Employees assisting with AGPs on suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown and gloves.
Choking, Drowning or Cardiac Arrest patients	Limit the number of employees in the area. Move patient outside when possible.	Thoroughly clean and sanitize all equipment used during the emergency response procedure.	Employees assisting with AGPs on suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown and gloves.
Assist EMS	Limit the number of employees in the area. Move patient outside when possible.	Thoroughly clean and sanitize all equipment used during the emergency response procedure.	Employees assisting with AGPs on suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown and gloves.
Responding to take incident report of criminal activity.	Limit the number of employees in the area. Interact with reporting person outside when possible.	Thoroughly clean and sanitize all equipment used during the response procedure.	Employees having close contact exposure to suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown and gloves.

Physical Arrest of Suspect	Limit the number of employees in the area. Interact with offender outside when possible.	Thoroughly clean and sanitize all equipment used during the response procedure.	Employees having close contact exposure to suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown and gloves.
Transport of Suspect to Detention Center	Limit the number of employees involved in the transport. Maximize use of installed shield in patrol vehicle.	Thoroughly clean and sanitize all equipment used during the response procedure. Thoroughly sanitize vehicle following transport.	Employees having close contact exposure to suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown and gloves.
General Administration of First Aid	Limit the number of employees in the area. Move patient outside when possible.	Thoroughly clean and sanitize all equipment used during the emergency response procedure.	Employees assisting with AGPs on suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown and gloves.
Interacting with Persons entering Town Facilities.	Limit the number of employees in the area. Use available physical barriers to protect against transmission of airborne particles. Persons exhibiting Covid-19 symptoms should be excluded from Town Facilities. All non-employees entering Town Facilities should be required to wear face coverings with the exception of accepted practices.	Thoroughly clean and sanitize common areas throughout the day and as needed when soiled or following possible contamination.	Employees having close contact exposure to suspected or confirmed COVID-19 persons should wear N 95 respirators, eye protection, gown and gloves.

COVID-19 Procedures for Public Events at HUB Station:

Janet stated that we need to discuss COVID-19 rules for our upcoming events at HUB Station.

Ann commented that Jan Karon will be requiring masks for all of her events.

It was suggested that signs showing the requirement for masks be placed in different locations around HUB Station.

Jonathan stated that we need to also be thinking about COVID-19 rules for our winter sports programs held at the Recreation Center. He commented that we still have a little time before these programs begin – so a decision can be made later.

Motion: (Ann Smith/Jeff Link) to approve the requirement of masks for the upcoming Jan Karon events at HUB Station, and to post signs relaying the mask requirement. Unanimously approved.

HUB Committee Report:

Ann stated that the Jan Karon events present an amazing opportunity for Hudson. She stated that we have visitors coming from 30 different states. For an idea of the events, the "Welcome to Mitford" play opens September 24th, and the Museum opens on October 2nd. The Candace Freeland Photography Exhibit will open on October 1st along with the Happy Endings Book Store, and then the Pudding Stone concert will be held that evening. Ann reported that 400 tickets for the official museum opening have been sold to people across the United States, and all Commissioners will have jobs to do for the event. Things will be happening inside the building, on the greens, and even the business center will be used at times during the day. Ann commented that the Police Department will play a very important role in keeping everything flowing in and out smoothly.

Ann stated that Janice Woodie has sent out a request for volunteers to help with seating for the play. Since there is not a meal involved, the volunteers would only have to stay about an hour or so to help get everyone seated.

Budget Revisions:

Jonathan presented budget revisions for review. He stated that the revisions are primarily related to FICA and Medicare, which our payroll system handles. He added that there was also work done on the WIFI system, which is included in the revisions.

FUND 10 – General Fund

Budget Revision #21-37 - Budget Reference #BD-292 FY 2020-2021

Approved by Manager 9/20/2021 Approved by Board of Commissioners 9/21/2021

Account Gov. Board	Account Description	FY 21 Budget	Budget Amendment	Revised Budget
10-410-1050	FICA Taxes-Govn Board	$ 1,297.00	$ 104.00	$ 1,401.00
10-410-1020	Salaries & Wages	$ 20,925.00	$ (104.00)	$ 20,821.00
	Total Governing Board		0.00	
Administration				
10-420-1020	Salaries & Wages	$ 103,154.00	$ 232.00	$ 103,386.00
10-420-1030	401K Contributions	$ 2,897.00	$ 227.00	$ 3,124.00
10-420-1070	NC Retirement	$ 10,946.00	$ (459.00)	$ 10,487.00
	Total Administration		0.00	

10-440-1050	FICA Taxes	$	5,234.00	$	245.00	$	5,479.00
10-440-1055	Medicare Taxes	$	1,224.00	$	(245.00)	$	979.00
	Total Finance				0.00		
Tax Collection							
10-460-2580	Motor Vehicle Collection	$	5,961.00	$	506.00	$	6,467.00
10-460-2330	Dept. Supplies - Tax	$	1,500.00	$	(506.00)	$	994.00
	Total Tax Collection				0.00		
Police Department							
10-510-1022	Salary LEO Separation	$	35,153.00	$	135.00	$	35,288.00
10-510-1060	Group Insurance - Law	$	94,511.00	$	(135.00)	$	94,376.00
	Total Police Department				0.00		
Resource Officer							
10-511-1050	FICA Taxes	$	7,627.00	$	136.00	$	7,763.00
10-511-1055	Medicare Taxes						
	Total Resource Officer						
Streets							
10-560-1070	NC Retirement	$	13,187.00	$	283.00	$	13,470.00
10-560-1025	Salary - Overtime	$	1,320.00	$	(283.00)	$	1,037.00
	Total Streets				0.00		
Landscaping/Grounds							
10-600-1050	FICA - Landscaping	$	2,093.00	$	57.00	$	2,150.00
10-600-1025	Salaries OT - Landscaping	$	1,315.00	$	(57.00)	$	1,258.00
	Total Landscaping/Grnds				0.00		
Cultural							
10-621-2600	WIFI Public System	$	340.00	$	573.00	$	913.00
10-560-2131	Street Lighting	$	59,749.00	$	(573.00)	$	59,176.00
	Total Cultural				0.00		
Aquatics							
10-622-1025	Salary OT		0.00	$	57.00	$	57.00
10-622-1021	Salaries & Wages - PT	$	22,800.00	$	(57.00)	$	22,743.00
	Total Aquatics				0.00		
HUB							
10-630-1020	Salaries - HUB	$	79,620.00	$	477.00	$	80,097.00
10-630-1021	Salaries PT - HUB	$	15,000.00	$	(477.00)	$	14,523.00
	Total HUB				0.00		

This revision involves salaries for the Police Department – Since this revision totaled more than $5,000, Board approval was required.

Town of Hudson
Budget Amendment

Date:	September 21, 2021
Department:	General Fund
Manager's Signature	Jonathan Greer
Purpose:	End of FY21 Adjustments

Revenue:				
Account Number	**Account Title**	**Current Budget**	**Change to Budget**	**Amended Budget**
	Total Revenue			$ -
Expenditures:				
10-510-1020	Salaries & Wages - Law	$ 505,343	$ 5,138	$ 510,481
10-510-1025	Salary Overtime	$ 11,000	$ (5,138)	$ 5,862
	Total Expenditure	$ 516,343	$ -	$ 516,343

Motion: (Rick Shew/Jim Engelman) to approve all the budget revisions as presented. Unanimously approved.

Public Comment & Informal Discussion:

Reports:

August Planner's Report:

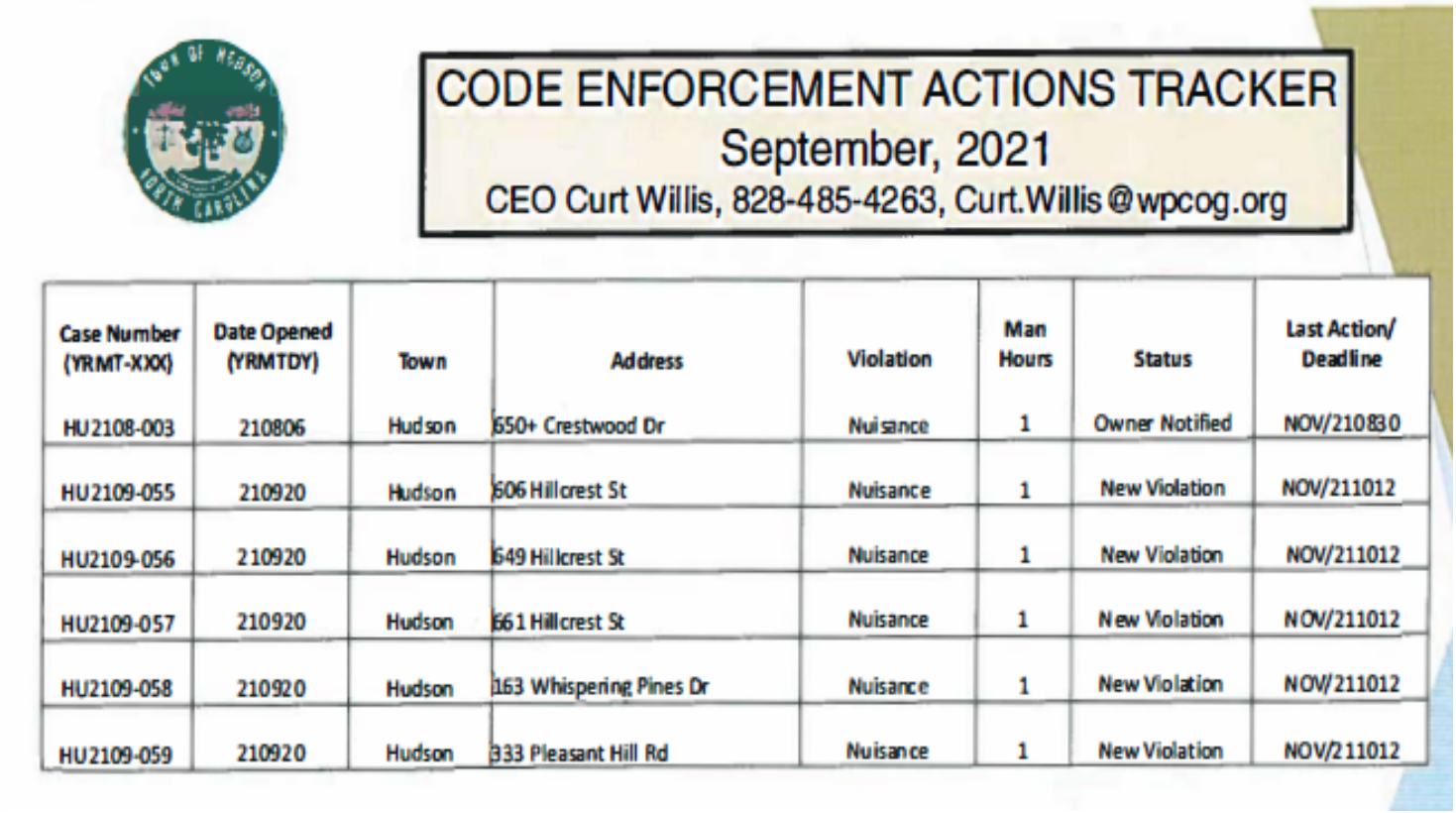
Staff Report-Planning/Zoning Department, August 2021

Zoning Ordinance, Subdivision, Watershed, Floodplain Enforcement.

Project	Issue	Status
Economic Development	Working with engineers and builders with Kirkwood Grove Apartments-off Pine Mountain Road	Project is closing on the property August 15 and groundbreaking will be soon. Had to work with developer to clear up a property subdivision issue. Project is held up with HUD money disbursement and NCDEQ erosion control plan
Economic Dev and plan review	New restaurant possible coming to town	McDonald's status is moving forward with NCDOT approval of driveway connections.
Plan review on Dentist Office	Hudson Crossings plan review on Dentist office in vacant lot beside the restaurant.	Status unknown
Subdivision Regulations	Approved 3+ minor subdivisions of property. Dealt with a few other	Ongoing

	subdivision problems in a few places especially	
****Zoning Permits**	41+ permits issued so far this year majority being new houses, swimming pools, accessory buildings	Single Family House permits and home expansions, swimming pools, accessory uses and sign permits
****Citizens requests permits and general discussion**	Phone Calls received (40+) Has increased the past month. In addition, other elements of the job has stayed steady.	Had several phone calls by citizens, realtors, surveyors, and developers.
Zoning violations/floodplain	1. AIRBNB violation in R-15 zoning district. Property owners have converted an accessory building into an accessory dwelling rental property. Accessory dwellings are not allowed in the R-15 zoning district. The property owner zoning and building permits to bring into compliance. All in compliance now. 2. Swimming pool placement in wrong portion of the property. Working with attorney 3. Work with Chief Blevins on sweepstakes violations in CB and NB. (In compliance at the moment) 4. Subdivision violation on Hudson Cajah Mt. Road (working with attorney) 5. Possible special use permit application for Central Business District 6. Possible floodplain violation that is being resolved with local industry	
Zoning –Land Use Regulations	4. 160D Flood Damage Prevention Ordinance needs updating soon. October 2021 5. Watershed Ordinance for 160D will need updating soon October 2021 6. Potential Conditional Use for Board of Adjustment, October 2021. Central Business district.	**Actions Needed by Commissioners** 1. Need to call for public hearing in October for Watershed and Flood Damage Prevention Ordinance changes. 6. Appointments to Comprehensive Land Use Plan Committee to begin in October, 2021
General: P**lanning Board and Board of Adjustment : ongoing**		

Code Enforcement Report: Jonathan presented the Code Enforcement report for September, and stated that Todd Justice, Code Enforcement Supervisor with WPCOG, will be focusing more on minimum housing issues, and Curt Willis, also a Code Enforcement Officer with WPCOG, will be dealing with the regular complaints. The contact information for both Todd and Curt is posted on the Town's website.



CODE ENFORCEMENT ACTIONS TRACKER
September, 2021
CEO Curt Willis, 828-485-4263, Curt.Willis@wpcog.org

Case Number (YRMT-XXX)	Date Opened (YRMTDY)	Town	Address	Violation	Man Hours	Status	Last Action/ Deadline
HU2108-003	210806	Hudson	650+ Crestwood Dr	Nuisance	1	Owner Notified	NOV/210830
HU2109-055	210920	Hudson	606 Hillcrest St	Nuisance	1	New Violation	NOV/211012
HU2109-056	210920	Hudson	649 Hillcrest St	Nuisance	1	New Violation	NOV/211012
HU2109-057	210920	Hudson	661 Hillcrest St	Nuisance	1	New Violation	NOV/211012
HU2109-058	210920	Hudson	163 Whispering Pines Dr	Nuisance	1	New Violation	NOV/211012
HU2109-059	210920	Hudson	333 Pleasant Hill Rd	Nuisance	1	New Violation	NOV/211012

Population Count Report from Census: Jonathan stated that for the 4 county region, population numbers from the last Census count were not that great – Hudson gained 4 people. He commented that the lower totals could be due in part to COVID-19. Jonathan stated that we could challenge the numbers; however, the process would be very expensive, and we would basically have to prove somehow that they were wrong with their count.

Jonathan stated that one solution is our region needs to market ourselves for economic development. He briefly discussed ideas he is hearing discussed in the region about marketing, even outside the State.

Jonathan shared the following regional housing count and population report with the Board.

2020 Census: Population & Housing Counts for the Region

County or Municipality	Population 2010 Census	Housing Units 2010 Census	Population 2020 Census	Housing Units 2020 Census	Population Change 2010-2020	Housing Units Change 2010-2020	Population % Change 2010-2020	Housing Units % Change 2010-2020
Alexander County	37,198	16,189	36,444	15,960	-754	-229	-2.0%	-1.4%
Burke County	90,912	40,879	87,570	39,525	-3,342	-1,354	-3.7%	-3.3%
Caldwell County	83,029	37,659	80,652	36,931	-2,377	-728	-2.9%	-1.9%
Catawba County	154,358	67,886	160,610	70,744	6,252	2,858	4.1%	4.2%
Hickory-Lenoir-Morganton MSA	365,497	162,613	365,276	163,160	-221	547	-0.1%	0.3%
Brookford	382	214	442	218	60	4	15.7%	1.9%
Cajah's Mountain	2,823	1,217	2,722	1,196	-101	-21	-3.6%	-1.7%
Catawba (Town of)	603	297	702	307	99	10	16.4%	3.4%
Cedar Rock	300	137	301	136	1	-1	0.3%	-0.7%
Claremont	1,352	646	1,692	774	340	128	25.1%	19.8%
Connelly Springs	1,669	731	1,529	838	-140	107	-8.4%	14.6%
Conover	8,165	3,654	8,421	3,805	256	151	3.1%	4.1%
Drexel	1,858	833	1,760	811	-98	-22	-5.3%	-2.6%
Gamewell	4,051	1,786	3,702	1,683	-349	-103	-8.6%	-5.8%
Glen Alpine	1,517	678	1,529	678	12	0	0.8%	0.0%
Granite Falls	4,722	2,077	4,965	2,105	243	28	5.1%	1.3%
Hickory	40,010	18,719	43,490	20,064	3,480	1,345	8.7%	7.2%
Hildebran	2,023	888	1,679	773	-344	-115	-17.0%	-13.0%
Hudson	3,776	1,694	3,780	1,717	4	23	0.1%	1.4%
Lenoir	18,228	8,568	18,352	8,401	124	-167	0.7%	-1.9%
Long View	4,871	2,315	5,088	2,353	217	38	4.5%	1.6%
Maiden	3,310	1,383	3,736	1,493	426	110	12.9%	8.0%
Morganton	16,918	7,618	17,474	7,559	556	-59	3.3%	-0.8%
Newton	12,968	5,695	13,148	5,776	180	81	1.4%	1.4%
Rhodhiss	1,070	468	997	427	-73	-41	-6.8%	-8.8%
Rutherford College	1,341	614	1,226	582	-115	-32	-8.6%	-5.2%
Sawmills	5,240	2,267	5,020	2,226	-220	-41	-4.2%	-1.8%
Taylorsville	2,098	1,026	2,320	1,110	222	84	10.6%	8.2%
Valdese	4,490	1,927	4,689	2,135	199	208	4.4%	10.8%

Source: 2020 Census, compiled by the Western Piedmont Council of Governments

Financial Report – Jonathan stated that on the financial report, there is a line for the ARPA funds – these funds needed to budgeted. We received the first payment in August, and the amount was more than anticipated.

TOWN OF HUDSON
MONTHLY FINANCIAL REPORT - AUG 2021

SUMMARY OF CASH ACCOUNTS	Current Month*	Last Month**
Cash/Checking	$ 1,717,529	$ 327,292
NC Capital Management Trust	1,685,930	1,714,677
CD - First Citizens Bank	100,109	100,109
	$ 3,503,568	$ 2,142,077

	BUDGET 2021-22	ACITIVITY THIS MONTH	ACTIVITY TO DATE	BALANCE	%
REVENUES	$ 4,038,010	$ 981,283	$ 1,169,901	$ 2,868,109	28.97
EXPENDITURES	$ 4,038,010	$ 196,881	$ 598,068	$ 3,439,942	14.81
REVENUES- AMERICAN RESCUE PLAN (ARPA)	$ 1,182,049	$ 591,024	$ 591,024	$ 591,025	50
EXPENDITURES- AMERICAN RESCUE PLAN (ARPA)	$ 1,182,049	$ -	$ -	$ -	0
REVENUES- CAP PROJECT HUD OPT PK	$ 445,160	$ -	$ 184,052	$ 261,108	41.34
EXPENDITURES-CAP PROJ HUD OPT PK	$ 445,160	$ -	$ 154,768	$ 290,392	34.76
REVENUES- CAPITAL PROJECT HUB ST.	$ 805,300	$ 1,000	$ 444,293	$ 361,007	55.17
EXPENDITURES- CP HUB STATION	$ 805,300	$ -	$ 346,547	$ 458,753	43.03

NOTES:

1 Property tax bills were mailed at the end of July. The majority of property tax and solid waste collections occur during November through January.

2 Three month lag in sales tax distribution. The first monthly distribution for FY 2022 was received in August. **Sales Tax revenue is a 16% increase over this time in FY 2021.**

3 Most state-shared revenues are distributed quarterly. The first allocation for the Powell Bill has not been received. We have received 0% of the budgeted revenue.

* Does not reflect all monthly adjusting entries
**Reflects Monthly Closing Entries and Updated

Adjournment:

Motion: (Ann Smith/Larry Chapman) to adjourn the meeting. Unanimously approved.

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Tamra T. Swanson, Town Clerk