

Town of Hudson Regular Meeting

October 21, 2025

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

Others Present: Town Manager, Jonathan Greer, Assist. Town Manager/Finance Officer, Shana Guy, Chief of Police, Brandon Nelson, Town Attorney, Jonathan Green, Town Planner, Teresa Kinney, Code Enforcement Officer, Curt Willis and Town Clerk, Tammy Swanson

Call to Order:

Mayor Janet Winkler called the October meeting to order, and Mayor Pro Tem, Rick Shew led the audience in the Pledge of Allegiance and opening prayer.

Discuss/Adjust Agenda:

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

Approval of Minutes:

Motion: (Jim Engelman/Larry Chapman) to approve the agenda as presented. Unanimously approved.

Public Comment for Items Not on the Agenda:

No one signed up for public comment.

Approval of Minutes:

Motion: (Ann Smith/Larry Chapman) to approve the minutes, as presented, for the September 16, 2025 meeting. Unanimously approved.

Special Event Application for Food Truck Rodeo:

Jonathan stated that In the Park Events has submitted an application for the 3rd Annual Food Truck Rodeo. He commented that normally, this event is held at HUB Station; however, there was a conflict this year, so we're trying the event on Central Street instead - Town Hall to Hickman Ave. Jonathan stated that everything is in order for the permit, and they have submitted a certificate of insurance, along with a vendor list for the event. This time the event will be more of a "to-go" type event since it will be on Central Street. Jonathan commented that we have had a good working relationship with In the Park Events, and they do a good job with their events. The date for the event is scheduled for November 8th. If we have a restaurant within 100 ft. that is open, their vendor map will take that into consideration. Set up for the event will start at 11:00am, and the event is 2:00pm until 7:00pm. Also, there are no alcohol vendors scheduled for the event.

Rick asked if there would be live music at the event.

October 21, 2025 Regular Meeting

Jonathan stated that there is no live music scheduled, but they may use a sound system, or we may have music playing through the Town's sound system.

Motion: (Jim Engelman/Jeff Link) to approve the Special Event Application for the Food Truck Rodeo as presented. Unanimously approved.



**Town of Hudson
Special Event Application**

Applicant Information	
Name of Organization or Individual: In The Park Events LLC	
Primary Contact Name: Brandon Scott	
Address: 360 Legion Rd Hudson, NC 28638	
Email Address: info@intheparkevents.com	
Day of Event Phone: 8289295792	Day/Evening Number
Secondary Contact Name:	
Address:	
Email Address:	
Day of Event Phone:	Day/Evening Number

Event Information:
Type of Event: Food Truck Rodeo
Brief Description of Event: Event with 8-10 vendors and 6-8 food trucks
☐ Private Gathering ☒ Public Gathering ☐ Parade ☐ Walk, Run or Ride ☐ Religious
Estimated Number within organization participating:
Estimated Number of Attendees:
Event Date(s): Nov 8, 2025
Day(s) of Week: Saturday
Start Time: 2pm
End Time: 7pm
Set Up Start Time: 11am
Take Down/Clean Up Start Time: 7pm
Take Down Clean Up Finish Time: 8:30pm
Event Location: between Hickman Ave, and the allard bistro
We will not block the bistro be between it and townhall
Facility Site Name:
Event held in one Place ☒ Yes ☐ No
If no assembly site:
If no disassembly site:
Will the event impede traffic or block street: ☒ Yes ☐ No
Streets and or intersections proposed to be closed for the event:
central st

October 21, 2025 Regular Meeting

Will there be vehicles in this event: ☐ Yes ☒ No
Type of vehicles?
Will alcohol be provided or served at this event? ☐ Yes ☒ No
What type?
Will alcohol be sold at this event? ☐ Yes ☒ No
What type?
How will it be served?
Who will serve?
Who will collect proceeds?
Do you need security from the Hudson Police Department? ☐ Yes ☒ No
Will you be providing your own or additional Security? ☐ Yes ☒ No
Be advised that depending on the type of event, police security may be required and may result in the required payment for off duty officers. The minimum number of officers required to provide adequate security will be determined by the Chief of Police.
Will there be any cooking or food heating devices? ☒ Yes ☐ No
If yes specify
Food trucks will be cooking and serving the food.
Will there be food vendors? ☒ Yes ☐ No If yes please specify
There will be food trucks

Will you have a first aid station? ☐ Yes ☒ No If yes how will it be manned
Are electrical outlets required? ☐ Yes ☒ No If yes please specify
Will water be required? ☐ Yes ☒ No If yes please specify
Will restroom facilities be required? ☒ Yes ☐ No If yes specify plan to meet needs
We will get porta jon and sink station
Will trash receptacles be requested? ☒ Yes ☐ No
Will there be any amplified sound, loudspeakers or live music? ☒ Yes ☐ No If yes, specify
We will have play music during the event.
Will you be using a sound system? ☐ Yes ☒ No
A copy of the Town of Hudson noise ordinance is attached to this application and should be followed at all times
Will Tables and chairs be used for this event? ☒ Yes ☐ No
We do this event with the Hub unsure if they will bring the tables or not.

All events must be covered by liability insurance. The Town of Hudson cannot provide and is not responsible for providing liability insurance for this event. You will be required to provide your own insurance.
Is this event covered by insurance? ☒ Yes ☐ No If yes, include a copy of the insurance certificate with this application. If alcohol is served insurance must address this provision.
Will tents, canopies, trailers, inflatables, fences, scaffolding or other like articles be used for this event? ☒ Yes ☐ No If yes, specify type and quantity to be used Vendors will be setup with canopies and trailers.
All companies providing these mentioned services are required to carry and present certificate of liability insurance. All tents, canopies, and other such articles are required to be weighted on each corner. Failure may result in expulsion from the event.
Will face painters, balloon artists or other such entertainment be used? ☐ Yes ☒ No If yes, specify
Will persons under the age of 18 involved in this event? ☐ Yes ☒ No
Will animals be present at this event? ☐ Yes ☒ No If yes, specify
Will admission be charged at this event? ☐ Yes ☒ No If yes, specify
Will booth vendors be selling items? ☒ Yes ☐ No If yes, specify and attach vendor list to this application We can provide once all spots have been filled.

By signing below, I acknowledge that I have read and understood all Special Event Permit rules and guidelines. I also acknowledge that the organization I represents understands and is familiar with all Special Event Permit rules and guidelines and that all information contained in this application are accurate.
Printed name of person applying: Brandon Scott
Signature of person applying: 
Organization of applicant: In The Park Events LLC
Date: 08/12/25

I/We, Brandon Scott on behalf of In The Park Events LLC do agree to hold the Town of Hudson harmless against any lawsuit, injury, damage or claim arising from said event or functions. A copy of insurance policy, when required, will be provided stating the Town of Hudson will be held harmless from lawsuit, injury, damage or claim arising from said event or functions. In addition, I/we do accept the responsibility and liability for any damage, injury, or loss occurring from said function and use of the facility and do agree to make restitution and/or reparation accordingly.

October 21, 2025 Regular Meeting

Vendor List:

Business Name	How would you categorize your menu?	Description of items you will be selling. You cannot sell political, sexual, racial, etc....items at the event. We want to make sure we put on a fun/safe family event.
Passanante's home food service		Farm to Table foods delivered to the home, Marketing only
Debbie's Doodads		Beaded items - Pens keychains, car charms
jBloom & Permalinx by Robin		Permanent Jewelry (no welding or electricity required), High Quality Fashion Jewelry
Ripple Fiber		
Joyce Windows, Sunrooms & Baths		Nothing sold on site, we are a family owned & operated company. We offer custom work on windows, sunrooms, bathrooms & doors. No profit made at event.
SouthWitch		Witchy things - candles, sticks, tarot, crystals
Gourmet Sweetsations		Gourmet Cookies & more treats!
Leafguard		Informational Booth: Water management systems (custom gutters); set appointments, free home inspections
Patio Enclosures		Patio Enclosures Booth: No selling in the booth, we will have a marketer there representing patio enclosures and setting up free consultations for sunrooms/screen rooms/solariums.
T-Mobile		Cellular phone service, Cellular phone accessories and Home Internet Products.
Gelu Italian Ice		Gelu - A unique style of Italian Ice
Renewal by Andersen		We are a locally owned, full service window and door replacement company. We chat with attendees about their window and door needs and provide information.
Boobys Mobile Beverages	Beverages	
Bushcraft BBQ	BBQ	
CAROLINA DONUT DIVA	Frozen Treats/Desserts/Popcorn	
LC Coffee Shack	Coffee	
Magnificent Concessions LLC	Carnival Fare (Corndogs, Funnel Cakes, Turkey Legs, Quesadillas, etc.)	
Old Skool Burgers	American (Burger, Hotdogs, Fries, Cheesesteak, etc.)	
RiQras de EmpanadasRus	tacos	
Tasty Treats, Dry Never Tasted so Sweet, LLC	freeze dried candy	
Tri Tippin Food Truck	American (Burger, Hotdogs, Fries, Cheesesteak, etc.)	

Update Sexual Harassment Policy:

Jonathan stated that our liability insurance carrier has asked that we update our current policy to include a section regarding “staff or volunteers not being in 1 on 1 situations” with children. He explained that while this situation does not really come up within our organization or sports programs, we still need to update our current policy.

Jonathan stated that our current policy was adopted in August 2022, and our Town Attorney has reviewed and updated this section of the policy for us. The Attorney suggested that we could go big, small or in the middle with the policy. Jonathan stated that he suggested making it enforceable. Some of the updates for the policy included a better method for background checks, and added language requested by our insurance carrier. Jonathan stated that as with our existing policy, every employee, volunteer, etc., will have to sign that they have received a copy of this policy.

Janet asked if we had been doing background checks on volunteers?

October 21, 2025 Regular Meeting

Jonathan stated that up until this point, we have not been doing background checks on volunteers. He commented that he knows of only one incident involving a parent that wanted to coach, and this particular request raised questions and concerns.

Jim asked if there was anything in the policy concerning whether or not the incident was witnessed by someone.

Jonathan briefly reviewed the section of the policy dealing with the reporting of incidents.

Motion: (Larry Chapman/Jim Engelman) to approve the updates to the Town's Sexual Abuse and Molestation Prevention Policy as presented. Unanimously approved.

Policy

Town of Hudson

North Carolina

Date: October 21, 2025

ABUSE PREVENTION AND BACKGROUND CHECK POLICY

The Town of Hudson Board of Commissioners hereby adopts the following rules and procedures for the administration of the Town of Hudson Department of Parks and Recreation Department for the purpose of reducing the risk of abuse to juveniles and to prevent abuse:

Whereas, Town of Hudson is committed to ensuring a safe and appropriate environment for children to engage in sports activities; and

Whereas, Town of Hudson desires to update its policies and procedures for best practices in the conduct of recreation activities; and

Whereas, N.C. Gen. Stat. § 160A-164.2(b) authorizes the Town to process background checks for employees and prospective employees in cases where employees would be working with children as part of their work; and

Whereas, Town of Hudson is committed to providing a safe and secure environment for its workers, clients, employees, and citizens. To that end, it is the policy of the Town that all employment offers (regardless of status as full or part-time, temporary, contract, volunteer, or other such arrangement) are subject to the Town's receipt of a satisfactory criminal background report in order to facilitate informed hiring decisions. This policy positions the Town to be in compliance with the Equal Employment Opportunity's Enforcement Guidance as it relates to the use of arrest or conviction records in employment decisions under Title VII of the Civil Rights Act of 1964, as amended and the Fair Credit Reporting Act; and

Whereas, the Town reserves the right to conduct criminal background investigations on any employee when the employee is charged with any crime that reflects his/her suitability for continued employment or during an administrative investigation when circumstances warrant further investigation. Town of Hudson may further choose to conduct background checks on current

employees who are being considered for promotion, demotion, or transfer, depending on the nature of the employee's desired position; and

Whereas, the Town of Hudson does not tolerate sexual abuse or molestation in the workplace or at any activity sponsored by or related to it. No employee, volunteer, or other third party, no matter his/her title or position has the authority to commit or allow the commission of sexual abuse or molestation. The Town provides procedures for employees, volunteers, board members, citizens, victims of sexual abuse, or others to report such abuse, and disciplinary penalties for those who commit such acts; and

Whereas, any incidents of sexual abuse reasonably believed to have occurred will be reportable to the appropriate law enforcement and regulatory agencies. The Town of Hudson reserves the right to request an outside agency to conduct any investigation where a conflict of interest may arise.

NOW THEREFORE, the Town of Hudson Board of Commissioners adopts the following policies and procedures:

Prohibited Conduct

This section of the Policy sets forth expectations for those working with minors related to Emotional, Physical, and Sexual Misconduct, including Bullying, Hazing, and Harassment.

Without limitation, Prohibited Conduct includes:

- A. Criminal Charges or Dispositions
- B. Child Abuse
- C. Sexual Misconduct
- D. Emotional and Physical Misconduct, including Stalking, Bullying, Hazing, and Harassment
- E. Other Inappropriate Conduct
- F. Misconduct Related to Reporting
- G. Misconduct Related to the Town's Process
- H. Retaliation
- I. Violation of Minor Athlete Abuse Prevention Policies / Proactive Policies

A. Criminal Charge or Disposition

A Criminal Charge includes (1) being arrested and presently subject to bond obligations or conditional release, (2) any pending criminal charge(s), or (3) active warrant(s) for arrest. No person who has a pending criminal charge that would impair their ability to interact with or supervise minors shall be allowed to work with minors unless approved in accordance with this Policy. Any individual who is presently on any state, federal, territorial, or tribal sex offender registry is ineligible to participate in any program.

B. Child Abuse

It is a violation of this policy for any individual to engage in Child Abuse.

C. Sexual Misconduct

It is a violation of this policy for any individual to engage in Sexual Misconduct. Sexual Misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Nonconsensual Sexual Contact (or attempts to commit the same)
3. Nonconsensual Sexual Intercourse (or attempts to commit the same)
4. Sexual Exploitation
5. Exposing a Minor to Sexual Content/Imagery
6. Sexual Bullying Behavior
7. Sexual Hazing
8. Other Inappropriate Conduct of a Sexual Nature

1. Sexual Harassment

Sexual Harassment is any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual's or group's actual or perceived sex (including pregnancy, childbirth, breastfeeding, and related circumstances), gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, when the conditions outlined in (a), (b), or (c), below, are present:

- a. Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of any person's employment, education, standing in sport, or participation in Events, sports programs, or activities;
- b. Submission to, objection to, or rejection of such conduct or communication is used as the basis for employment, education, or sporting decisions affecting the individual; or
- c. Such conduct or communication creates a hostile environment.

A "hostile environment" exists when the conduct or communication does or is likely to interfere with, limit, or deprive any individual of the opportunity to participate in any employment, education, or sports program, Event, or activity. Conduct or communications must be deemed a hostile environment from both a subjective and an objective perspective.

1. Subjectively hostile environment - From the perspective of the Claimant, the environment was perceived as hostile (e.g. informing someone else about the alleged conduct is sufficient to establish subjective hostility – the Claimant felt the conduct was sufficiently hostile it merited telling someone about it). The fact that an individual tolerated, participated in, or seemed agreeable or unaffected in the past is not dispositive.

2. Objectively hostile environment – The conduct or communication(s) must create an environment a reasonable person in the Claimant's position would find hostile.

Whether a hostile environment exists depends on the totality of known circumstances, including, but not limited to:

- i. The frequency of the conduct or communication(s), recognizing that a single incident may rise to the level of harassment;
- ii. The type or nature of the conduct or communication(s);
- iii. The duration of the conduct or communication(s);
- iv. The context or location where the conduct or communication took place;
- v. Whether the conduct or communication(s) was threatening;

- vi. The effect of the conduct or communication(s) on the Claimant's mental or emotional state;
 - vii. Whether the conduct or communication(s) was directed by or at more than one person;
 - viii. Whether the conduct or communications(s) arose in the context of other discriminatory conduct;
 - ix. Whether a Power Imbalance exists between the individual alleged to have engaged in harassment and the individual alleging the harassment;
 - x. Any use of epithets, slurs, or other conduct or communication(s) that is humiliating, offensive, or degrading; and
 - xi. Whether the conduct or communication(s) reflects stereotypes about an individual or group of similarly situated individuals.
- Purported Consent by the person subjected to Sexual Harassment is not a defense, regardless of the person's perceived willingness to cooperate or participate.

2. Nonconsensual Sexual Contact

It is a violation of this Policy for an individual to engage in Sexual Contact without Consent.

Sexual Contact is any intentional touching of a sexual nature, however slight, with any object or body part (as described below), by a person upon another person.

Sexual Contact includes but is not limited to: (a) kissing, (b) intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts; and (c) making another touch themselves, the Participant, or someone else with or on any of these body parts.

3. Nonconsensual Sexual Intercourse

It is a violation of this Policy for an individual to engage in Sexual Intercourse without Consent.

Sexual Intercourse is any penetration, however slight, with any object or body part (as described below), by a person upon another person.

Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

4. Sexual Exploitation

It is a violation of this Policy for an individual to engage in Sexual Exploitation. Sexual Exploitation occurs when Any individual purposely or knowingly, or attempts or threatens to:

- a. Allow(s) third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live-streaming of images) without Consent of all parties involved in the sexual activity;
- b. Record(s) or photograph(s) private sexual activity or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without Consent of all parties in the recording or photo;

- c. Engage(s) in voyeurism (e.g., watching private sexual activity or viewing another person's intimate parts when that person would have a reasonable expectation of privacy), without Consent of all parties being viewed;
- d. Disseminate(s), show(s), or post(s) content depicting private sexual activity or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without prior Consent of the person depicted, referenced, or involved in the content;
- e. Expose(s) another person to a sexually transmitted infection or virus without that person's knowledge;
- f. Engage(s) in solicitation of prostitution, or prostituting or trafficking another person; or
- g. Require(s) a third party to visually observe or listen to any of the conduct described in subsections a-f above.

5. Exposing a Minor to Sexual Content/Imagery

An Adult Participant violates this Policy by intentionally exposing a Minor to content or imagery of a sexual nature, including but not limited to, pornography, sexual comment(s), sexual gestures, or sexual situation(s). This provision does not exclude the possibility that similar behavior between adults could constitute other Sexual Misconduct, as defined in the Policy.

6. Sexual Bullying Behavior

Sexual Bullying Behavior is repeated or severe behavior(s) of a sexual nature that are (a) aggressive, (b) directed at a Minor, and (c) intended or likely to hurt, control, or diminish the Minor emotionally, physically, or sexually. Sexual Bullying-like Behaviors directed at adults are addressed under other forms of misconduct, such as Sexual Hazing or Sexual Harassment.

Sexual Bullying Behavior also includes Bullying Behavior related to an individual or group of individuals because of that individual's or group's actual or perceived sex (including pregnancy, childbirth, breastfeeding, and related medical conditions) gender, sexual orientation, gender identity, or gender expression, even if the acts do not involve conduct of a sexual nature.

Examples of Sexual Bullying Behavior may include, without limitation, ridiculing or taunting that is sexual in nature or based on gender or sexual orientation (real or perceived), gender traits or behavior, or teasing someone about their looks or behavior as it relates to sexual attractiveness.

7. Sexual Hazing

Sexual Hazing is any conduct of a sexual nature that is intended or likely to subject another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, humiliate, degrade, or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization.

Sexual Hazing also includes hazing related to gender, sexual orientation, gender identity, or gender expression, even if the acts do not involve conduct of a sexual nature.

Purported Consent by the person subjected to Sexual Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate.

8. Other Inappropriate Conduct of a Sexual Nature

It is a violation of this Policy for an individual to engage in any Other Inappropriate Conduct of a sexual nature, as further defined in the corresponding sections below.

D. Emotional and Physical Misconduct

It is a Policy violation for Any individual to engage in Emotional or Physical Misconduct, when that misconduct occurs within a context that is reasonably related to sport, which includes, without limitation:

1. Emotional Misconduct
2. Physical Misconduct
3. Bullying Behavior
4. Hazing
5. Harassment

1. Emotional Misconduct

Emotional Misconduct includes (a) Verbal Acts, (b) Physical Acts, (c) Acts that Deny Attention or Support, (d) Criminal Conduct, or (e) Stalking. Emotional Misconduct is determined by the objective behaviors, not whether harm is intended or results from the behavior.

a. Verbal Acts

Repeatedly and excessively verbally assaulting or attacking someone personally in a manner that serves no productive training or motivational purpose.

b. Physical Acts

Repeated or severe physically aggressive behaviors, including but not limited to, throwing sport equipment, water bottles or chairs at or in the presence of others, punching walls, windows or other objects.

c. Acts that Deny Attention or Support

Ignoring or isolating a person for extended periods of time with the intent to deny attention or support, including routinely or arbitrarily excluding Any individual from participation.

d. Criminal Conduct

Emotional Misconduct includes any act or conduct described as emotional abuse or misconduct under federal or state law (e.g., child abuse, child neglect).

e. Stalking

Stalking occurs when a person purposefully engages in a course of conduct directed at a specific person, and knows or should know, that the course of conduct would cause a reasonable person to (i) fear for their safety, (ii) fear for the safety of a third person, or (iii) to experience substantial emotional distress.

“Course of conduct” means at least two or more acts, in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property.

“Substantial emotional distress” means significant mental suffering or anguish.

Stalking also includes “cyber-stalking,” wherein a person stalks another using electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

2. Physical Misconduct

Physical Misconduct is any intentional contact or non-contact behavior that causes, or reasonably threatens to cause, physical harm to another person. Physical Misconduct does not include conduct reasonably accepted as part of sport or conduct reasonably accepted as part of Participant’s participation. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in non-combat sports such as swimming. Physical Misconduct may include, without limitation:

a. Contact violations

Punching, beating, biting, striking, strangling, or slapping another; intentionally hitting another with objects, such as sporting equipment; encouraging or knowingly permitting an Athlete to return to play prematurely following a serious injury (e.g., a concussion) and without the clearance of a medical professional.

b. Noncontact violations

Isolating a person in a confined space, such as locking an Athlete in a small space; forcing an Athlete to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a harmful surface); withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; providing alcohol to a person under the legal drinking age; providing illegal drugs or non-prescribed medications to another.

c. Criminal Conduct

Physical Misconduct includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect, assault).

3. Bullying Behavior

Bullying Behavior is repeated or severe behavior(s) that are (a) aggressive (b) directed at a Minor, and (c) intended or likely to hurt, control, or diminish the Minor emotionally, physically, or sexually. Bullying-like behaviors directed at adults are addressed under other forms of misconduct, such as Hazing or Harassment.

Petty slights, minor inconveniences, and lack of good manners do not constitute Bullying Behavior unless the slights, inconveniences, or lack of manners, when taken individually or in combination and under the totality of the circumstances, meet the standards set forth above.

Bullying Behavior may include, without limitation, repeated or severe:

a. Physical

Hitting, pushing, punching, beating, biting, striking, kicking, strangling, slapping, spitting at, or throwing objects (such as sporting equipment) at another person.

b. Verbal

Ridiculing, taunting, name-calling, or intimidating or threatening to cause someone harm.

c. Social, including cyberbullying

Use of rumors or false statements about someone to diminish that person's reputation; using electronic communications, social media or other technology to harass, frighten, intimidate or humiliate someone; socially excluding someone and asking others to do the same.

d. Criminal Conduct

Bullying Behavior includes any conduct described as bullying under federal or state law.

4. Hazing

Hazing is any conduct that is intended or likely to subject another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, humiliate, degrade, or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization.

Purported Consent by the person subjected to Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate.

Hazing includes but is not limited to:

a. Contact Acts

Tying, taping, or otherwise physically restraining another person; beating, paddling or other forms of physical assault.

b. Noncontact Acts

Requiring or forcing the consumption of alcohol, illegal drugs or other substances, including participation in binge drinking and drinking games; personal servitude; requiring social actions (e.g., wearing inappropriate or provocative clothing) or public displays (e.g., public nudity) that are illegal or meant to draw ridicule; excessive training requirements demanded of only particular individuals on a team that serve no reasonable or productive training purpose; sleep deprivation; otherwise unnecessary schedule disruptions; withholding of water or food; restrictions on personal hygiene.

c. Criminal Acts

Any act or conduct that constitutes hazing under applicable federal or state law.

5. Harassment

Harassment is repeated or severe conduct that is intended or likely to:

a. Cause fear, humiliation, or annoyance;

b. Offend or degrade;

c. Create a hostile environment;

d. Reflect a discriminatory bias in an attempt to establish dominance, superiority, or power over an individual or group based on age, race, ethnicity, culture, religion, national origin, or mental or physical disability; or

e. Any act or conduct described as harassment under federal or state law.

Whether conduct is harassing depends on the totality of the circumstances, including the nature, frequency, intensity, location, context, and duration of the behavior.

Petty slights, minor inconveniences, and lack of good manners do not constitute Harassment unless the slights, inconveniences, or lack of manners,

when taken individually or in combination and under the totality of the circumstances, meet the standards set forth above.

E. Other Inappropriate Conduct

Other Inappropriate Conduct, as defined below, may be non-sexual or sexual in nature.

1. Intimate Relationship

An Adult Participant violates this Policy by engaging or attempting to engage in an Intimate Relationship where a Power Imbalance exists.

An Intimate Relationship is a close personal relationship—other than a familial relationship—that exists independently and outside of the sport relationship.

Whether a relationship is intimate is based on the totality of the circumstances, including: regular contact or interactions outside of or unrelated to the sport relationship (electronically or in person), the parties' emotional connectedness, the exchange of gifts, ongoing physical or intimate contact or sexual activity, identity as a couple, the sharing of sensitive personal information, or intimate knowledge about each other's lives outside the sport relationship.

Engaging or attempting to engage in an Intimate Relationship may include consideration of "grooming" behaviors. "Grooming" describes the process whereby a person engages in a series or pattern of behaviors with a goal of engaging in sexual misconduct. Grooming is initiated when a person seeks out a vulnerable minor. Once selected, offenders will then earn the minor's trust, and potentially the trust of the minor's family (or guardian). After the offender has engaged the minor in sexually inappropriate behavior, the offender seeks to maintain control over them. Grooming occurs through direct, in-person or online contact.

2. Intentional Exposure of Private Areas

An Adult Participant violates this Policy by intentionally exposing breasts, buttocks, groin, or genitals, or induces another to do so, to an Adult when there is a Power Imbalance, or to a Minor.

3. Inappropriate Physical Contact

a. An Adult Participant violates this provision by engaging in Inappropriate Physical Contact with another when there is a Power Imbalance. Such inappropriate contact includes, but is not limited to, intentionally:

- i. touching, slapping, or otherwise contacting the buttocks or genitals;
- ii. excessively touching or hugging; or
- iii. kissing.

b. A Minor Participant violates this provision by engaging in Inappropriate Physical Contact with another person without Consent. Such inappropriate contact includes, but is not limited to, intentionally touching, slapping, or otherwise contacting the buttocks, genitals, or breasts of another, whether clothed or unclothed.

4. Willful Tolerance

An Adult Participant violates this Policy by willfully tolerating any form of Prohibited Misconduct, when there is a Power Imbalance between that Participant and the individual(s) who are being subjected to the Prohibited Conduct.

F. Misconduct Related to Reporting

1. Failure to Report

Failure to Report a violation of this Policy is itself a violation of this Policy.

2. Intentionally Filing a False Allegation

In addition to constituting misconduct, filing a knowingly false allegation that Any individual engaged in Prohibited Conduct may violate state criminal law and civil defamation laws. Any Participant making a knowingly false allegation is in violation of this Policy.

G. Abuse of Process

1. Any individual, or someone acting on behalf of any individual, commits Abuse of Process by engaging in conduct which does, or is likely to, directly or indirectly abuse or interfere with the Town's process. The following conduct constitutes Abuse of Process:

a. Falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;

b. Destroying or concealing information;

c. Attempting to discourage an individual's proper participation in, or use of, the Town's processes;

d. Harassing or intimidating (verbally or physically) any person involved in the Town's processes before, during, or following;

e. Publicly disclosing a Claimant's identifying information;

f. Failing to comply with any Sanction or term of suspension;

g. Distributing or otherwise publicizing confidential materials, except as required by law or as expressly permitted by the Town;

h. Influencing or attempting to influence another person to commit Abuse of Process;

i. Having another individual take any part of or complete any Town-required training for them;

j. Using unreasonable pressure in an attempt to compel an individual to participate in the Town's processes when the individual has made clear their decision not to participate or to stop participating;

k. Surreptitiously recording any part or stage of the Town's process, including but not limited to: interviews, Preliminary hearings, and reviews;

l. Interfering in, attempting to interfere in, or attempting to influence the outcome of any Town investigation or process.

m. Any other conduct which is likely to or does directly or indirectly abuse or interfere with the Town's process.

Any individual violates this provision if someone acts on behalf of the Participant and engages in any of the above conduct.

H. Retaliation

It is a violation of this Policy for an individual or someone acting on behalf of the Town's jurisdiction to retaliate or attempt to retaliate.

Retaliation is any adverse action or threat to take any adverse action against any person related to allegations of Prohibited Conduct or involvement in any activity related to the reporting or investigative processes of the Town or other relevant entities under the Town's jurisdiction.

Adverse actions include, but are not limited to: threatening, intimidating, harassing, coercing, or any other action or conduct with the potential effect of dissuading any reasonable person from reporting Prohibited Conduct or engaging in activity related to any reporting or investigative processes.

Retaliation may take place at any time, including before, during, or after an individual's reporting of alleged Prohibited Conduct or engagement in the processes of the Town or other relevant entity within the Town's jurisdiction.

Retaliation does not include good-faith actions lawfully pursued in response to a report of a Policy violation.

I. Minor Athlete Abuse Prevention Policies / Proactive Policies

Proactive policy to set professional boundaries, minimize the appearance of impropriety, and have the effect of preventing boundary violations and prohibiting grooming tactics are part of this Policy. Overnight travel with unrelated minors (e.g., preventing unrelated Adult Participants and Minors from sharing rooms), massages, social media and electronic communications, photography, locker rooms, one-on-one meetings and gifting between such participants who are not related to each other is prohibited.

Employee Requirements

1. All present employees and prospective employees of the Town of Hudson who work with children as part of their job duties shall be required to complete a criminal background check as a condition of employment with the Town in accordance with N.C. Gen. Stat. §160A-164.2(b). All background checks shall be handled through the Town of Hudson Human Resources Director, and shall be approved by the Town Manager prior to an offer of employment.

2. Previous criminal convictions may not automatically disqualify a candidate from employment with the Town. Factors to consider include, but are not limited to:

- A. the relevance of the crime or misconduct to duties and responsibilities of the selected job;
- B. the nature of the crime or misconduct;
- C. the time that has elapsed since the conviction or other determination;
- D. the circumstances surrounding the crime or misconduct;
- E. the existence, number and type of other incidents of crime or misconduct;
- F. the actions and activities of the candidate since the date(s) of reported crime(s) or misconduct;
- G. the rehabilitation record of the candidate;

- H. any related information;
- I. the honesty of the candidate in disclosing and/or explaining the crime or misconduct;
- J. any professional opinions about the possibility or likelihood of the candidate's future criminal behavior or other misconduct; and
- K. explanations and/or other information provided by the candidate.

3. Applicants will be disqualified from consideration for safety sensitive positions such as Parks and Recreation if the applicant has ever been found guilty or entered a plea of guilty, nolo contendere (no contest), or Alford Pleas, regardless of the adjudication, for any of the following:

A. FELONIES

All Felony Violence – regardless of the amount of time since the offense.

Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

All Felony offenses other than violence or sex offenses within the past ten (10) years.

Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

B. SEX OFFENSES

All Sex Offenses – regardless of the amount of time since the offense.

Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

C. MISDEMEANORS

All misdemeanor violence offenses within the past seven (7) years.

Examples include, but are not limited to: simple assault, battery, domestic violence, hit & run, etc.

Two or more misdemeanor drug and alcohol offenses within the past seven (7) years.

Examples include, but are not limited to: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or elderly clients or is directly related to the functions of the employee.

4. Background check records are considered to be part of the application document and will be maintained in a secure location within the Human Resources Department. In accordance with North Carolina law, these application documents and related materials are considered to be confidential and will not be subject to public release except as required or allowed by applicable provisions of North Carolina General Statutes.

5. Any employee who learns of an incident of sexual abuse being committed must immediately report it to their supervisor, the Human Resource Director, or Town Manager.

6. The Town will comply with the mandatory reporting requirements of the NC Coalition Against Sexual Assault (NCCASA) under which any person 18

years of age or older who knows or should have reasonably known that a juvenile has been or is the victim of a violent offense, sexual offense, or misdemeanor child abuse under G.S. 14-318.2 shall immediately report the case of that juvenile to the appropriate local law enforcement agency in the county where the juvenile resides or is found.

7. Reports under 7B-301 (Child abuse and/or neglect by a parent, guardian, custodian or caretaker. ((N.C. Gen. Stat. 5 78-301)) should be made to the Director of the County Department of Social Services in the county in which the child or disabled adult resides or is found. Reports may be made orally or in writing.

Anti-retaliation:

8. The Town prohibits retaliation against any employee, volunteer, board member, or citizen who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The Town prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action up to and including termination.

Requirements for all Employees, Coaches, Assistant Coaches, and Volunteers who work with Minors

5. All employees, coaches, assistant coaches, and volunteers who will work directly with minors shall be required to complete nationwide criminal history background checks as set forth above, which shall be maintained as confidential and held by the Town of Hudson Human Resources Director. If the relevant Department Head concludes that a person is not eligible to participate as a coach the prospective person shall be ineligible to work with minors on behalf of Town of Hudson. Such decision may be appealed to the Town Manager. Grounds for exclusion of such individuals from involvement shall be as set forth above for employees.

9. All Town of Hudson Department of Parks and Recreation staff, coaches and all other persons defined as an "Adult Participant" shall be required to abide by the policies included within this policy and any other policies adopted by the Town Manager to prevent sexual abuse or molestation.

13. Background checks shall be required for all persons defined as an "Adult Participant." Background checks shall be fully completed at least 30 days prior to the commencement of any Town of Hudson Department of Parks and Recreation program activities.

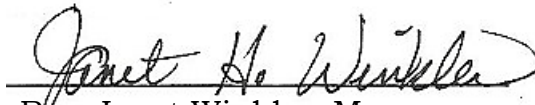
14. Pending Cases. No person shall be permitted to work/volunteer that has been charged with any of the disqualifying offenses or has case(s) pending in court until the official adjudication of the case(s). It is the duty of the employee or volunteer to advise the Town of any pending charges relating to a potentially disqualifying offense on the first workday following the filing of such a charge. Should any pending charges be discovered, or should any charges be brought against an Applicant or Employee, the Applicant may be disqualified or an

October 21, 2025 Regular Meeting

Employee may be suspended without pay pending an investigation until such time as the charges have been cleared or dropped and he/she is reinstated.

15. Reporting of Convictions/Charges. All employees and volunteers with Town of Hudson Parks and Recreation Department are required to report any criminal convictions/charges to the Parks and Recreation Director immediately. Convictions/charges to be reported include, but are not limited to: detention, criminal summons, civil summons, expired driver's license, warrant for arrest, order for arrest, escalated traffic violations, etc. Escalated traffic violations include, but are not limited to; driving under the influence, reckless driving, exceeding the speed limit by an excessive amount, etc. The Town Manager in conjunction with the Department Head or Human Resources Director, will determine the direct association, if any, of the charge/conviction as it relates to the essential functions of the job and what disciplinary action, if any, should be considered. Minor citations such as expired license plates, warning tickets, parking tickets, improper equipment, or any other non-moving violation shall be excluded from reporting procedures. Failure to notify Department Head of criminal charges/convictions may lead to disciplinary action up to and including dismissal.

This Policy is adopted by Town of Hudson this the 21st day of October, 2025.


By: Janet Winkler, Mayor
Town of Hudson, North Carolina

Acknowledgement of Receipt and Understanding of Sexual Abuse Policy

I hereby acknowledge that I have received and read the sexual abuse and molestation policy and/or have had it explained to me. I understand that the Town of Hudson will not tolerate any employee, volunteer, board member or third party who commits sexual abuse. Disciplinary action up to and including termination, as well as possible criminal complaint action, will be taken against those who are found to have committed this abuse.

I understand that it is my responsibility to abide by all rules contained in this policy. I also understand how to report incidents of sexual abuse as set forth in the policy. I understand that I cannot retaliate against any employee/coworker/or citizen for exercising his or her rights under this policy.

Employee/Volunteer Printed Name

Signature/Date

Adopt ADA Accessibility Plan:

Jonathan stated that we need to adopt an accessibility plan for Town owned buildings and properties. The need for this plan was necessitated by the Veterans Arts Grant, and the CDBG/Habitat project. Jonathan commented that once the elevator at the Business Center is operational, all of our public facilities will be accessible.

Jonathan stated that he would be appointed as the administrator, and Shana would be the compliance officer, overseeing the grievance procedure. Jonathan commented that we will make sure our buildings are in compliance.

**Motion: (Ann Smith/Jim Engelman) to adopt the ADA Accessibility Plan as presented.
Unanimously approved.**

Town of Hudson, North Carolina – ADA Accessibility Plan

Section I – Policy Statement

1. Purpose

The Town of Hudson is committed to ensuring that all residents, visitors, and employees, including individuals with disabilities, have equal access to Town programs, services, facilities, and communications. This policy establishes the Town's commitment to accessibility in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable North Carolina laws.

2. Scope

This policy applies to all Town departments, employees, volunteers, and contractors involved in providing public services or access to Town facilities.

The Town shall:

- Provide access to programs, services, and facilities consistent with federal and state accessibility standards.
- Ensure digital and printed communications are accessible.
- Remove barriers to physical and programmatic access when feasible.
- Promote awareness and provide training to staff on accessibility standards and best practices.

3. ADA Coordinator

The Town designates an ADA Coordinator responsible for:

- Receiving and addressing accessibility concerns or requests.
- Conducting accessibility reviews and audits.
- Coordinating staff training.

Contact Information:

[Name]

[Phone]

[Email]

5. Complaint/Grievance Procedure

Residents may submit accessibility concerns or requests via phone, email, or written letter to the ADA Coordinator. Complaints will be acknowledged and addressed as promptly as resources allow.

6. Implementation & Monitoring

October 21, 2025 Regular Meeting

- The Board of Commissioners will review accessibility progress annually.
- Departments will report identified barriers, improvements, and completed staff training on an on-going basis, but at least annually.
- Recommendations for future improvements will consider Town resources and budget.

7. Public Access

This policy and plan will be posted on the Town website and can be made available in alternative formats (large print, PDF) upon request.

Section II –Action Plan

1. Key Contacts

- ADA Coordinator: [Name, Phone, Email] – main contact for questions or complaints.
- Department Heads: Ensure staff follow accessibility practices in daily operations.

2. Facilities

- Audit all Town-owned buildings, sidewalks, parks, and parking areas for accessibility barriers.
- Prioritize improvements to high-use buildings and services first.
 - Implement low-cost improvements (ramps, handrails, signage) as budget allows.
- Maintain an ongoing schedule for barrier removal based on feasibility and resources.

3. Programs & Services

- Provide alternative formats for printed materials (large print, email, PDF) upon request.
- Offer sign language interpreters, assistive listening devices, or other accommodations when feasible considering available resources and budgetary constraints.
- Ensure meetings and events are held in accessible locations whenever possible.

4. Digital Accessibility

- Maintain a Town website compliant with WCAG 2.1 AA standards and incorporates compliance standards set forth in federally-mandated 508C.
- Include alt text for images and captions for videos where possible.

5. Staff Training

- All staff complete accessibility awareness and ADA compliance training.
- Training includes practical tips for assisting residents with disabilities.

6. Complaint & Request Process

- Residents can contact the ADA Coordinator by phone, email, or letter.
- Acknowledge complaints and respond based on available resources.
- Track complaints, resolutions, and improvements to inform future planning.

October 21, 2025 Regular Meeting

7. Timeline & Budget

- Prioritize low-cost, high-impact accessibility improvements first.
- Include accessibility considerations in all new construction, renovation, or program planning.
- Review progress annually and adjust goals based on budget limitations.

Section III – Accessibility Checklist – Annual Review

Area / Asset	Current Accessibility Status	Action Needed	Responsible Staff	Target Completion
Town Hall / Main Office/Meeting Rooms				
Parks & Recreational Areas				
HUB Station Facilities				
Parking Areas				
Parking Areas				
Printed Materials				
Public Notices / Meetings				
Website / Digital Content				

Instructions for Use:

1. Review each area, program, or digital asset listed.
2. Fill in the current accessibility status.
3. Document actions needed to improve accessibility.
4. Assign responsibility and set a target completion date.
5. Update the checklist at least annually; review progress during staff or Town Council meetings as needed.

SECTION 504 COMPLIANCE OFFICER/GRIEVANCE PROCEDURE COMMUNITY DEVELOPMENT BLOCK GRANT

Town of Hudson, NC
550 Central Street, Hudson, NC 28638

The Town of Hudson has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and by United States Department of Housing and Urban Development regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794).

Section 504 states, in part, that "no otherwise qualified individual with a disability ... shall, solely by reason of her or his disability, be excluded from the participation in, be denied the

October 21, 2025 Regular Meeting

benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Complaints should be addressed to: Shana Guy, Assistant Town Manager, PO Box 457, Hudson, NC 28638 who has been designated to coordinate Section 504/ADA compliance efforts.

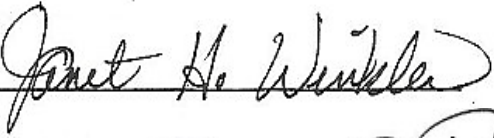
1. A complaint should be filed in writing or verbally (alternate methods of communication such as personal interview, tape recording, Braille, etc. are acceptable), contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 90 days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow a filing of a complaint. The investigation will be conducted by Shana Guy, Assistant Town Manager, who shall be appointed by the chief elected official. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by Shana Guy, Assistant Town Manager, and a copy forwarded to the complainant no later than 90 days after its filing.
5. The Section 504/ADA coordinator will maintain the files and records of the Town of Hudson relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to Jonathan Greer, Town Manager. The request for reconsideration may be mailed to PO Box 457, Hudson, NC 28638 or hand delivered at 550 Central Street, Hudson, NC 28638. The request will be promptly reviewed, and a final determination issued.
7. If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce (DOC), Rural Economic Development Division (REDD), 4346 Mail Service Center, Raleigh, North Carolina, 27699-4346, Phone: (919) 814-4659, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.
8. The right of a person to a prompt and equitable resolution of the filed complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or ADA complaint with the U.S. Department of Housing and Urban Development (HUD). Using this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards, and assure that the Town of Hudson complies with the ADA, Section 504 and their implementing regulations.

This information is available in Spanish or any other language upon request. Please contact Tamra T. Swanson, Town Clerk, at (828) 728-8272, or at 550 Central Street, Hudson, NC 28638 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Tamra T. Swanson, Town Clerk, al (828) 728-8272, o en 550 Central Street, Hudson, NC 28638 de alojamiento para esta solicitud.



Adopted this 21st day of October, 2025.

 Mayor

ATTEST:  Town Clerk

Adopt Volunteer Policy:

Jonathan stated that the Town does not currently have a volunteer policy in place. Adopting this policy would help inform volunteers of our expectations and policies, and it releases the Town of some liability. Jonathan commented that volunteers will be asked to sign a record of receipt that they have received a copy of the Volunteer Policy.

Jeff asked what departments have volunteers besides the Recreation Department with coaches.

Jonathan stated that at dinner theater, we have volunteers; however, most of our volunteers are coaches.

**Motion; (Jim Engelman/Larry Chapman) to adopt the Volunteer Policy as presented.
Unanimously approved.**

**Town of Hudson
Volunteer Policy, Liability Release,
Informed Consent & Photographic / Video Release**

Overview

Thank you for volunteering with the Town of Hudson, North Carolina, a municipal corporation (hereinafter "Town"). You (sometimes referred to as "Volunteer", where appropriate), are expected to: follow all applicable local, state, and federal laws, respect confidentiality and privacy, be punctual and reliable, carry out your assigned duties as described in your role, notify the Town of any schedule changes, report any injuries or hazards, adhere to the Town's applicable personnel policies and procedures described below, complete any required training, and treat others with respect and dignity.

The Town may require all volunteers to complete a background check before beginning any volunteer work.

As a Volunteer, you are not eligible for any compensation for work. Volunteer expenses will be reimbursed only if prior approval is given by the department head and receipts are provided by Volunteer.

This Volunteer Policy, Liability Release, Informed Consent & Photographic / Video Release is sometimes referred to herein as the "Release".

Applicable Personnel Policies

Harassment Prohibited

The Town prohibits harassment in any form that is based on sex, race, color, religion, national origin, age, disability, veteran status, or genetic information. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive as to create a hostile work environment. A particular form of harassment, sexual harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment includes repeated offensive sexual remarks, continual or repeated comments about an individual's body and offensive sexual language. Any Volunteer who believes that he or she may have a complaint of harassment should report their complaint to department head who will immediately notify the Town Manager. Volunteers who are found to be engaged in harassment are subject to immediate dismissal.

Safety

Safety is the responsibility of the Town, Town employees, and Volunteers. It is the policy of the Town to establish a safe work environment for employees and Volunteers. The Town shall establish a safety program including policies and procedures regarding safety practices and precautions and training in safety methods. Department heads and supervisors are responsible for ensuring safe work procedures, including the use of all required personal protective equipment and providing necessary safety training programs. All Volunteers shall properly use all personal safety equipment furnished by and/or required by the Town. Use of Town Property and Equipment

Town equipment, materials, tools and supplies are not available for personal use and are not to be removed from Town property except in the conduct of official Town business, unless approved by the Town Manager. All offices, desks, files, lockers, etc. are considered Town property and are provided to the Volunteer for use in his/her work. The Town reserves the right to inspect all areas and articles that are on Town property and shall maintain a master key and/or combinations for locks. Any information or article which a Volunteer considers private and/or personal should not be kept on Town property.

October 21, 2025 Regular Meeting

The Town provides no warranties, expressed or implied, and any equipment provided is accepted "AS IS".

Substance Abuse Policy

The Town is committed to a drug-free workplace to maintain a safe and healthy working environment for employees and Volunteers and a productive, effective workforce for the Town's citizens. The Town prohibits employees and Volunteers from reporting to work or working with their ability to perform impaired in any way whatsoever including, but not limited to, alcohol, illegal drugs, prescriptions, over-the-counter drugs, or other chemicals and substances.

Unsatisfactory Job Performance and Detrimental Personal Conduct

A Volunteer shall be dismissed if the Volunteer's job performance or personal conduct is deemed to be unsatisfactory by the department head or the Town Manager

Unsatisfactory Job Performance Defined

Unsatisfactory job performance includes any aspects of the Volunteer's job that are not performed as required to meet the standards set by the department head or Town Manager and include but are not limited to:

- 1) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
- 2) Careless, negligent or improper use of Town property or equipment;
- 3) Physical or mental incapacity to perform duties after reasonable accommodation;
- 4) Discourteous treatment of the public or other employees or Volunteers; and
- 5) Failure to follow the chain of command to address work-related issues.

Detrimental Personal Conduct Defined

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the Town may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of any government may be or have been violated.

Examples of detrimental personal conduct include, but are not limited to, the following:

- 1) Fraud or theft;
- 2) Conviction of a felony or the entry of a plea of nolo contendere thereto;
- 3) Falsification of records for personal profit, to grant special privileges, or to obtain employment;
- 4) Misuse or negligence in the handling of Town funds or personal use of equipment or supplies;
- 5) Negligent damage to or destruction to property;
- 6) Negligent acts that endanger the lives and property of others;
- 7) Possession of unauthorized firearms or other deadly weapons on the job;

October 21, 2025 Regular Meeting

- 8) Brutality in the performance of duties;
- 9) Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary as long as it does not impair Volunteer's ability to perform Volunteer's duties;
- 10) Engaging in incompatible employment or serving a conflicting interest;
- 11) Request or acceptance gifts in exchange for favors or influence;
- 12) Engaging in political activity prohibited by this Policy;
- 13) Harassment of an employee, other Volunteer and/or the public on the basis of sex or any other protected class status; or
- 14) Harassment of an employee, other Volunteer or the public with threatening or obscene language and/or gestures or any incidence of workplace violence; and
- 15) Refusal to perform assigned duties, or violation of work rules and regulations.

A Volunteer found to be in violation of any of the above policies will face immediate dismissal.

Liability Release and Informed Consent

In consideration for being allowed to participate in volunteer work for the Town, acknowledge that participating in volunteer activities carries with it inherent risks both known and unknown, including, but not limited to, the risk of injury, impairment, disease, disability, or death.

Volunteer agrees to assume all risks and further agrees to indemnify, hold harmless, and covenant not to sue or pursue any claim whatsoever against the Town, its agents, employees, staff, supervisors, representatives, or anyone affiliated with the Town from any injuries or damages, including but not limited to death or disability, or expenses, including but not limited to court costs and attorney's fees, which Volunteer may occur, and Volunteer agrees that the terms of this Release are binding on Volunteer and anyone legally entitled to act on behalf of Volunteer or Volunteer's estate for any and all claims of liability arising out of the Town's negligence, recklessness, gross negligence, breach of contract, intentional acts, or any other act or omission which causes the undersigned illness, injury, death, and/or damages of any nature in any way connected with Volunteer activities or for being upon property owned or controlled by Town. Volunteer is in good health, understands that the Volunteer Activities require physical exercise, and does not suffer from any condition or disability that would prevent his/her participation. Volunteer agrees to actively work to reduce his/her risk and the risk to others by being alert, to immediately remove him/her self from any Volunteer Activities which make him/her uncomfortable, and to immediately alert a representative of Town to any hazard or adverse condition. Volunteer agrees to be responsible for any incidental or consequential damages suffered by Volunteer.

Volunteer acknowledges that, should he/she become ill or injured while participating in Volunteer Activities, any treatment from Town for injuries he/she may sustain will be of first aid type only, given with Volunteer's permission, and that the provider may not be medically trained. Volunteer gives Town permission to request emergency services and medical treatment on Volunteer's behalf, and authorizes any licensed medical provider to provide any and all treatment deemed necessary by the medical provider. Volunteer agrees to pay for all medical services, and further releases and agrees to indemnify and hold harmless the Town from any

October 21, 2025 Regular Meeting

and all liability or expense in any way related to medical services provided pursuant to this Release.

If Volunteer has any allergies, I certify that Volunteer has on his/her person or on the person of his/her parent, legal guardian, or chaperone who is accompanying Volunteer at all times, medications and/or treatments necessary to treat an allergic reaction.

Photograph & Video Release

Volunteer consents for Town and any agent, nominee, or designee of Town to reproduce, and/or use photographs and/or video of the undersigned (with or without the use of the individual's name), for publication of Volunteer Activities, and not for profit.

This Release is entered into in Caldwell County, North Carolina, and shall be governed by North Carolina law. Venue and jurisdiction shall be in the Courts of Caldwell County, North Carolina. If any part of this Release is held to be invalid by a court of competent jurisdiction, the remainder shall be held in full force and effect. Volunteer agrees that this Release is intended to be interpreted as broadly and to apply to as many situations as possible.

This is a binding legal document. I have read this Release in full and have had the opportunity to consult an attorney of my choice.

Volunteer is 18 years of age or over. If Volunteer is under 18 years of age a parent or legal guardian must complete the following section: I, _____, certify that I am the Parent or Legal Guardian of Volunteer, and I hereby consent and enter into this Release both individually and on behalf of Volunteer. I personally agree to indemnify and hold harmless Town from any and all claims made by or on behalf of Volunteer. I give Town permission to treat Volunteer and request medical services for Volunteer as outlined in this RELEASE.

Volunteer Record of Receipt Of Volunteer Policy

I, _____ (print name) hereby
acknowledge receipt of Town of Hudson's Volunteer Policies. I understand that it is my ongoing
responsibility to read and understand the policies. I also understand and agree that I may be asked
to stop volunteering at any time.

I have read, understand, and agree to all of the above.

Signature _____ Date _____

Print Name _____

Informal Discussion:

- **Police Report** – In Agenda Packet – Chief Nelson commented that the report is in a new format, and outlines more of the things we wanted to track.
- **Planner's Report** –

Staff Report-Planning/Zoning Department, August-Partial October 2025

Economic Dev, Zoning Ordinance, Subdivision, Watershed, Floodplain Enforcement.

Project	Issue	Status
Economic Development	Ongoing-possible 2 new developments coming in CBD	
Economic Dev and plan review	1. Still open Discussion of pocket Community-on Huss Ave rezoning coming in 2026 2. New Taco Bell 3086 Hickory Blvd-open 3. Tractor Supply at US321 and Cedar Valley Plan Review moving ahead	Plan review Tractor Supply has renewed their contract for the US321/Cedar Valley Property began submitting paperwork to the engineering firm . Main project 2025 into the Spring . Redevelopment and new apartments on Pepper Lane off of Freezer Locker Road. 500 feet from the intersection of Freezer Locker Rd and Pine Mountain Road. Possible new subdivision.
Watershed/Floodplain and	New FEMA Floodplain maps are soon going to be available and the town will need to adopt following public comment time.	New Maps are available for review online https://fris.nc.gov/fris/Home.aspx?ST=NC
Subdivision Regulations	Approved 5 minor subdivisions of property. Dealt with a few other subdivision problems.	Ongoing
**Zoning Permits and compliance letters	60 permits issued so far this year majority being new houses, swimming pools, new businesses, and accessory buildings.	Single Family House permits and home expansions, swimming pools, accessory uses, and sign permits and changes of use
**Citizens requests permits and general discussion	Phone Calls received (40+) Permits and citizen contact has picked up	Had several phone calls by citizens, realtors, surveyors, and developers. Business has picked up again. Met with business owners about expansions
Zoning violations/floodplain	1. Sullivan RV living -resolved 2. Freshfield Dr-Possible Boarding house investigation open 10/16/2025 3.	RV/Shed living Sullivan St , Maple St
Action Items for Commissioners this meeting	Rezoning Public Hearing Animal Keep and Sign Section of Zoning Ordinance	2 New rezoning applications coming Text amendments needed for Zoning and Subdivision Regulations.
General: Planning Board and Board of Adjustment: Reviewing new sign ordinance, animal keeping amendments in preparation.		

- **Financial Reports:**

October 21, 2025 Regular Meeting

TOWN OF HUDSON
MONTHLY FINANCIAL REPORT SEPTEMBER 2025

	Current Month*	Last Month**					
SUMMARY OF CASH ACCOUNTS							
Cash/Checking	\$	352,208	\$	2,291,062			
SKYLINE MM	\$	2,046,005	\$	100,199			
NC Capital Management Trust		3,374,930		3,122,341			
CD - First Citizens Bank		100,130		100,130			
	\$	5,873,272	\$	5,613,732			

	Budget 2025-2026	ACTIVITY THIS MONTH	ACTIVITY TO DATE	OPEN ENCUMBRANCES	Balance	%
REVENUES	\$ 4,953,086	\$ 671,171	\$ 2,167,348		\$ 2,785,738	43.76%
EXPENDITURES	\$ 4,953,086	\$ 428,966	\$ 1,312,282	\$ 62,313	\$ 3,578,492	27.75%
REVENUES-CAP PROJ STREETSCAPES	\$ 1,110,000		\$ 1,110,000		\$ -	100.00%
EXPENDITURES-CAP PROJ STREETSCAPES	\$ 1,110,000		\$ 58,280		\$ 1,051,720	5.25%
REVENUES-CAP PROJ HUB PARKING LOT/KITCHEN	\$ 350,000	\$ -	\$ 337,500			96.43%
EXPENDITURES-CAP PROJ HUB PARKING LOT/KIT	\$ 350,000	\$ -	\$ 276,907		\$ 73,093	79.12%
REVENUES- CAPITAL PROJECT HUB ST.	\$ 1,135,300	\$ 88,800	\$ 1,072,047		\$ 63,253	94.43%
EXPENDITURES- CP HUB STATION	\$ 1,135,300	\$ 85,827	\$ 1,040,231	\$ 1,484	\$ 93,585	91.76%

Sales Tax Revenue		
	PY	CY
3231	94,641.92	116,676.40
3232	77,149.82	81,508.74
3233	45,331.33	57,755.57
3234	20,731.98	21,696.60
3235	87,180.54	86,882.53
	325,035.59	364,519.84
% Increase		12.15%

Jonathan mentioned that the auditors came and went, and they were very pleased with how Shana had everything prepared for them to review.

- **Code Enforcement**

Curt discussed problems being experienced with the property at 341 Maple Street. He discussed possible options in handling the issue, which involves a shed located on the property. One option would be to go in and destroy the shed. They did get a permit for the shed; however, the permit was not issued to allow someone to live in the shed.

October 21, 2025 Regular Meeting

Teresa stated that the permit for the shed was issued after a violation notice for placement of the shed was sent to the property owner.

• Tax Report - October

	Property					
	Valuation	Rate	Tax Levy	Collections	Total Due	
Categories						
Original Levy:		\$ 0.40				
Personal Property	56,536,468	\$ 0.40	\$ 226,145.87			
Unreg. Vehicles		\$ 0.40				
Mobile Homes		\$ 0.40				
Other		\$ 0.40				
Fixtures		\$ 0.40				
Mft. Inventory		\$ 0.40				
State Assessed	7,595,335	\$ 0.40	\$ 30,381.34			
City Late Fee		\$ 0.40				
Real Property:	441,155,674	\$ 0.40	\$ 1,764,622.69			
Total:		\$ 0.40	\$ 2,021,149.90			
Discoveries:						
Current Year			\$ 1,162.53			
Prior Years			\$ 984.78			
Late List Fees:						
Abate ments:						
Current Year's Adjustments:			\$ (6.17)			
Discounts: Tax & Sanitation			\$ (30,621.09)			
Sr. Citizen Exemptions:	9,071,950		\$ (36,287.80)			
Mowing Fees Paid			\$ (900.00)			
Net Levy			\$ 1,955,482.15			
Collections as of 10/21/2025		74.00%	\$ (1,447,586.79)	\$ 1,447,586.79		
Uncollected as of 10/21/2025		26.00%	\$ 507,895.36		\$ 507,895.36	
Sanitation:						
Residential	\$ 126.00	1,383 Billed	\$ 190,386.00			
Commercial	\$ 252.00	59 Billed	\$ 15,876.00			
Add: Discovery Sanitation:						
Less: Adjustments						
Total Sanitation			\$ 206,262.00			
San. Collections as of 10/21/2025		76.52%	\$ (157,834.00)	\$ 157,834.00		
San. Uncollected as of 10/21/2025		23.48%	\$ 48,428.00		\$ 48,428.00	
Total Collections as of 10/21/2025				\$ 1,605,420.79		
Total Due as of 10/21/2025					\$ 556,323.36	

October 21, 2025 Regular Meeting

- **Reminders:**
 - Smart Start Book Bash – 10/30 at HUB Station
 - Halloween Movie - 10/30 at HUB Station
 - Trick or Treat Event on Central Street – 10/31

Adjournment:

Motion: (Larry Chapman/Barry Mitchell) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk