



Shallotte Board of Aldermen Work Session Agenda

September 15, 2026 at 5:15 PM

Meeting Chambers – 110 Cheers Street

I. CALL TO ORDER

II. CONFLICT OF INTEREST

1. Statement

III. AGENDA AMENDMENTS & APPROVAL OF AGENDA

IV. REVISE PUBLIC INFORMATION REQUESTS

1. Public Information RE: City Camera Footage

V. ADDITION/AMENDMENT TO PERSONNEL POLICY

1. Additions/Amendments

- Article VII. HOLIDAYS AND LEAVES OF ABSENCE
Amend: Section 26 Adverse Weather Conditions
- Article VII. HOLIDAYS AND LEAVES OF ABSENCE
Renummer Current Section 27. Break Time for Nursing Mothers to Section 28
- Article VII. HOLIDAYS AND LEAVES OF ABSENCE
NEW: Section 27: Emergency or Disaster Compensation Policy

VI. CONSENT AGENDA

1. Budget Amendment BA 26-7-3 (\$7,315.87)

VII. TOWN MANAGER SEARCH (*Materials will be provided at the meeting*)

- Interview Questions
- Selection Process (Where We're At)

VIII. CLOSED SESSION

Pursuant to NCGS 143-318.11 (a) (6) – A motion to go into closed session to discuss a personnel matter.

IX. RESUME OPEN SESSION

X. DISCUSSION

1. Brunswick County Law Enforcement Association Range

XI. ADJOURN

Taking into consideration the general statute below and the items described on this month's agenda, does any member of the Board of Aldermen or staff have any potential conflicts of interest that should be addressed by the Board at this time? If so, please make those concerns known now.

§ 160D-109. Conflicts of interest.

(a) Governing Board. – A governing board member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(b) Appointed Boards. – Members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(c) Administrative Staff. – No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the development regulation or other ordinance.

No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Chapter unless the staff member is the owner of the land or building involved. No staff member or other individual or an employee of a company contracting with a local government to provide staff support shall engage in any work that is inconsistent with his or her duties or with the interest of the local government, as determined by the local government.

(d) Quasi-Judicial Decisions. – A member of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

(e) Resolution of Objection. – If an objection is raised to a board member's participation at or prior to the hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection.

(f) Familial Relationship. – For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)



Town of Shallotte

ACTION AGENDA ITEM

2026

TO: Board of Alderman

ACTION ITEM #:

FROM: Mimi Gaither, Town Manager

MEETING DATE: 9.15.26

DATE SUBMITTED: 8.31.26

EXT. #

ISSUE/ACTION REQUESTED: Request approval to revise the Town's Public Information Request Form to clarify that Town camera footage is not routinely available for public release and that requests for such footage will be handled in accordance with applicable North Carolina law and the procedures governing law-enforcement recordings.

PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST: Town staff have reviewed the practice of responding to requests for Town camera footage and have determined that a more clearly defined policy is appropriate. After consulting with Police Chief Dixon and reviewing the practices of other law-enforcement agencies regarding the retention and release of camera footage, staff is requesting that the Town's Public Information Request Form be revised to reflect a consistent approach to the handling of Town camera footage.

Based on this review, staff believes the Town should establish a clear distinction between camera data that is routinely and automatically captured and retained as part of the Town's security and law-enforcement operations and footage that is specifically preserved, reviewed, or incorporated into an investigation.

Town cameras continuously capture activity in public areas. The fact that a camera automatically captures an image does not, by itself, mean that the footage has been reviewed, preserved, or created for an investigative purpose. Staff believes that routinely captured camera data should be treated accordingly and should not be routinely provided in response to general requests for footage.

This approach also recognizes the privacy considerations associated with the release of surveillance footage. Town cameras may capture residents, visitors, children, employees, vehicles, and other individuals who are simply going about their daily activities and have no connection to criminal investigations or other matter of public concern. Routine release of such footage could unnecessarily expose identifiable individuals and their activities to members of the public without a legitimate investigative or other lawful purpose.

North Carolina law establishes specific provisions governing law-enforcement recordings, including body-worn, dashboard, and other recordings made by or on behalf of a law-enforcement agency while carrying out law-enforcement responsibilities. Such recordings are not considered public records under G.S. 132-1.4A and are subject to specific statutory procedures for disclosure and release.

Staff is therefore requesting Board approval to revise the Town's Public Information Request Form and establish a consistent practice for handling Town camera footage. The revised language would clarify that routine, automatically captured camera data will not be routinely provided in response to general public information requests. Footage that is preserved or otherwise becomes part of a law-enforcement investigation will be handled in accordance with applicable law and the procedures governing law-enforcement recordings.

The intent is to ensure that the Town's practice is consistent with applicable law and the practices of other law-enforcement agencies while appropriately balancing transparency and public access with the privacy and security interests of individuals captured by Town cameras.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:

☒ YES

☐ NO

☐ N/A

ADVISORY BOARD RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Approve Revision to PI Form - MOG

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. NC General Statue § 132-1.4A. Law enforcement agency recordings.
-

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

ATTEST:

CLERK TO THE BOARD

DENIED:

☐

DEFERRED

UNTIL:

SIGNATURE

OTHER:

§ 132-1.4A. Law enforcement agency recordings.

(a) Definitions. - The following definitions apply in this section:

- (1) Body-worn camera. - An operational video or digital camera or other electronic device, including a microphone or other mechanism for allowing audio capture, affixed to the uniform or person of law enforcement agency personnel and positioned in a way that allows the camera or device to capture interactions the law enforcement agency personnel has with others.
- (2) Custodial law enforcement agency. - The law enforcement agency that owns or leases or whose personnel operates the equipment that created the recording at the time the recording was made.
- (3) Dashboard camera. - A device or system installed or used in a law enforcement agency vehicle that electronically records images or audio depicting interaction with others by law enforcement agency personnel. This term does not include body-worn cameras.
- (4) Disclose or disclosure. - To make a recording available for viewing or listening to by the person requesting disclosure, at a time and location chosen by the custodial law enforcement agency. This term does not include the release of a recording.
- (5) Personal representative. - A parent, court-appointed guardian, spouse, or attorney licensed in North Carolina of a person whose image or voice is in the recording. If a person whose image or voice is in the recording is deceased, the term also means the personal representative of the estate of the deceased person; the deceased person's surviving spouse, parent, or adult child; the deceased person's attorney licensed in North Carolina; or the parent or guardian of a surviving minor child of the deceased.
- (6) Recording. - A visual, audio, or visual and audio recording captured by a body-worn camera, a dashboard camera, or any other video or audio recording device operated by or on behalf of a law enforcement agency or law enforcement agency personnel when carrying out law enforcement responsibilities. This term does not include any video or audio recordings of interviews regarding agency internal investigations or interviews or interrogations of suspects or witnesses.
- (7) Release. - To provide a copy of a recording.
- (8) Serious bodily injury. - A bodily injury that creates a substantial risk of death, or that causes serious permanent disfigurement, coma, a permanent or protracted condition that causes extreme pain, or permanent or protracted loss or impairment of the function of any bodily member or organ, or that results in prolonged hospitalization.

(b) Public Record and Personnel Record Classification. - Recordings are not public records as defined by G.S. 132-1. Recordings are not personnel records as defined in Part 7 of Chapter 126 of the General Statutes, G.S. 160A-168, or G.S. 153A-98.

(b1) Immediate Disclosure. - When requested by submission of the notarized form described in subsection (b2) of this section to the head of a law enforcement agency, any portion of a recording in the custody of a law enforcement agency which depicts a death or serious bodily injury shall, upon order of the court pursuant to subsection (b3) of this section, be disclosed to a personal representative of the deceased, the injured individual, or a personal representative on behalf of the injured individual. Any disclosure ordered by the court pursuant to subsection (b3) of this section shall be done by the agency in a private setting. A person who receives disclosure as ordered by the court pursuant to subsection (b3) of this section shall not record or copy the recording. Except as provided in subsection (b3) of this section, the portion of the recording relevant to the death or serious bodily injury shall not be edited or redacted.

(b2) Notarized Form. - A person requesting disclosure pursuant to subsection (b1) of this section must submit a signed and notarized form provided by the law enforcement agency. The form shall be developed by the Administrative Office of the Courts and shall include notice that, if disclosed, the recording may not be recorded or copied, or if unlawfully recorded or copied may not be knowingly disseminated, and notice of the criminal penalties provided in subsection (b4) of this section.

(b3) Immediate Disclosure Review. - No later than three business days from receipt of the notarized form requesting immediate disclosure pursuant to subsection (b1) of this section, a law enforcement agency shall file a petition in the superior court in any county where any portion of the recording was made for issuance of a court order regarding disclosure of the recording requested pursuant to subsection (b1) of this section and shall deliver a copy of the petition and a copy of the recording, which shall remain confidential unless the court iss...

an order of disclosure pursuant to this section, to the senior resident superior court judge for that district or their designee. There shall be no fee for filing the petition. The court shall conduct an in-camera review of the recording and shall enter an order within seven business days of the filing of the petition instructing that the recording be (i) immediately disclosed without editing or redaction; (ii) immediately disclosed with editing or redaction; (iii) disclosed at a later date, with or without editing or redaction; or (iv) not disclosed to the person or persons seeking disclosure. In determining whether the recording may be disclosed pursuant to this section, the court shall consider the following factors:

- (1) If the person requesting disclosure of the recording is a person authorized to receive disclosure pursuant to subsection (c) of this section.
- (2) If the recording contains information that is otherwise confidential or exempt from disclosure or release under State or federal law.
- (3) If disclosure would reveal information regarding a person that is of a highly sensitive and personal nature.
- (4) If disclosure may harm the reputation or jeopardize the safety of a person.
- (5) If disclosure would create a serious threat to the fair, impartial, and orderly administration of justice.
- (6) If confidentiality is necessary to protect either an active or inactive internal or criminal investigation or potential internal or criminal investigation.

In any proceeding pursuant to this subsection, the following persons shall be notified and those persons, or their designated representative, shall be given an opportunity to be heard at any proceeding: (i) the head of the custodial law enforcement agency, (ii) any law enforcement agency personnel whose image or voice is in the portion of the recording requested to be disclosed and the head of that person's employing law enforcement agency, (iii) the District Attorney, (iv) the investigating law enforcement agency, and (v) the party requesting the disclosure. The court may order any conditions or restrictions on the disclosure that the court deems appropriate.

Petitions filed pursuant to this subsection shall be scheduled for hearing as soon as practicable, and the court shall issue an order pursuant to the provisions of this subsection no later than seven business days after the filing of the petition. Any subsequent proceedings in such actions shall be accorded priority by the trial and appellate courts.

If disclosure of a recording is denied based on subdivision (6) of this subsection, the court shall schedule a subsequent hearing, to be held no more than 20 business days after the issuance of the order, to reconsider whether the recording should be disclosed.

(b4) Any person who willfully records, copies, or attempts to record or copy a recording disclosed pursuant to subsection (b1) of this section shall be guilty of a Class 1 misdemeanor. Any person who knowingly disseminates a recording or a copy of a recording disclosed pursuant to subsection (b1) of this section is guilty of a Class I felony.

(c) Disclosure; General. - Recordings in the custody of a law enforcement agency shall be disclosed only as provided by this section. Recordings depicting a death or serious bodily injury shall only be disclosed as provided in subsections (b1) through (b3) of this section.

A person requesting disclosure of a recording must make a written request to the head of the custodial law enforcement agency that states the date and approximate time of the activity captured in the recording or otherwise identifies the activity with reasonable particularity sufficient to identify the recording to which the request refers.

The head of the custodial law enforcement agency may only disclose a recording to the following:

- (1) A person whose image or voice is in the recording.
- (2) A personal representative of an adult person whose image or voice is in the recording, if the adult person has consented to the disclosure.
- (3) A personal representative of a minor or of an adult person under lawful guardianship whose image or voice is in the recording.
- (4) A personal representative of a deceased person whose image or voice is in the recording.
- (5) A personal representative of an adult person who is incapacitated and unable to provide consent to disclosure.

When disclosing the recording, the law enforcement agency shall disclose only those portions of the recording that are relevant to the person's request. A person who receives disclosure pursuant to this subsection shall not record or copy the recording.

(d) Disclosure; Factors for Consideration. - Upon receipt of the written request for disclosure possible, the custodial law enforcement agency must either disclose the portion of the recording relevant to the person's request or notify the requestor of the custodial law enforcement agency's decision not to disclose the recording to the requestor.

The custodial law enforcement agency may consider any of the following factors in determining if a recording is disclosed:

- (1) If the person requesting disclosure of the recording is a person authorized to receive disclosure pursuant to subsection (c) of this section.
- (2) If the recording contains information that is otherwise confidential or exempt from disclosure or release under State or federal law.
- (3) If disclosure would reveal information regarding a person that is of a highly sensitive personal nature.
- (4) If disclosure may harm the reputation or jeopardize the safety of a person.
- (5) If disclosure would create a serious threat to the fair, impartial, and orderly administration of justice.
- (6) If confidentiality is necessary to protect either an active or inactive internal or criminal investigation or potential internal or criminal investigation.

(e) Appeal of Disclosure Denial. - If a law enforcement agency denies disclosure pursuant to subsection (d) of this section, or has failed to provide disclosure more than three business days after the request for disclosure, the person seeking disclosure may apply to the superior court in any county where any portion of the recording was made for a review of the denial of disclosure. The court may conduct an in-camera review of the recording. The court may order the disclosure of the recording only if the court finds that the law enforcement agency abused its discretion in denying the request for disclosure. The court may only order disclosure of those portions of the recording that are relevant to the person's request. A person who receives disclosure pursuant to this subsection shall not record or copy the recording. An order issued pursuant to this subsection may not order the release of the recording.

In any proceeding pursuant to this subsection, the following persons shall be notified and those persons, or their designated representative, shall be given an opportunity to be heard at any proceeding: (i) the head of the custodial law enforcement agency, (ii) any law enforcement agency personnel whose image or voice is in the recording and the head of that person's employing law enforcement agency, and (iii) the District Attorney. Actions brought pursuant to this subsection shall be set down for hearing as soon as practicable, and subsequent proceedings in such actions shall be accorded priority by the trial and appellate courts.

(f) Release of Recordings to Certain Persons; Expedited Process. - Notwithstanding the provisions of subsection (g) of this section, a person authorized to receive disclosure pursuant to subsection (c) of this section, or the custodial law enforcement agency, may petition the superior court in any county where any portion of the recording was made for an order releasing the recording to a person authorized to receive disclosure. There shall be no fee for filing the petition which shall be filed on a form approved by the Administrative Office of the Courts and shall state the date and approximate time of the activity captured in the recording, or otherwise identify the activity with reasonable particularity sufficient to identify the recording. If the petitioner is a person authorized to receive disclosure, notice and an opportunity to be heard shall be given to the head of the custodial law enforcement agency. Petitions filed pursuant to this subsection shall be set down for hearing as soon as practicable and shall be accorded priority by the court.

The court shall first determine if the person to whom release of the recording is requested is a person authorized to receive disclosure pursuant to subsection (c) of this section. In making this determination, the court may conduct an in-camera review of the recording and may, in its discretion, allow the petitioner to be present to assist in identifying the image or voice in the recording that authorizes disclosure to the person to whom release is requested. If the court determines that the person is not authorized to receive disclosure pursuant to subsection (c) of this section, there shall be no right of appeal and the petitioner may file an action for release pursuant to subsection (g) of this section.

If the court determines that the person to whom release of the recording is requested is a person authorized to receive disclosure pursuant to subsection (c) of this section, the court shall consider the standards set out in subsection (g) of this section and any other standards the court deems relevant in determining whether to order the release of all or a portion of the recording. The court may conduct an in-camera review of the recording.

court shall release only those portions of the recording that are relevant to the person's request and conditions or restrictions on the release of the recording that the court, in its discretion, deems appropriate.

(g) Release of Recordings; General; Court Order Required. - Recordings in the custody of a law enforcement agency shall only be released pursuant to court order. Any custodial law enforcement agency or any person requesting release of a recording may file an action in the superior court in any county where any portion of the recording was made for an order releasing the recording. The request for release must state the date and approximate time of the activity captured in the recording, or otherwise identify the activity with reasonable particularity sufficient to identify the recording to which the action refers. The court may conduct an in-camera review of the recording. In determining whether to order the release of all or a portion of the recording, in addition to any other standards the court deems relevant, the court shall consider the applicability of all of the following standards:

- (1) Release is necessary to advance a compelling public interest.
- (2) The recording contains information that is otherwise confidential or exempt from disclosure or release under State or federal law.
- (3) The person requesting release is seeking to obtain evidence to determine legal issues in a current or potential court proceeding.
- (4) Release would reveal information regarding a person that is of a highly sensitive personal nature.
- (5) Release may harm the reputation or jeopardize the safety of a person.
- (6) Release would create a serious threat to the fair, impartial, and orderly administration of justice.
- (7) Confidentiality is necessary to protect either an active or inactive internal or criminal investigation or potential internal or criminal investigation.
- (8) There is good cause shown to release all portions of a recording.

The court shall release only those portions of the recording that are relevant to the person's request, and may place any conditions or restrictions on the release of the recording that the court, in its discretion, deems appropriate.

In any proceeding pursuant to this subsection, the following persons shall be notified and those persons, or their designated representative, shall be given an opportunity to be heard at any proceeding: (i) the head of the custodial law enforcement agency, (ii) any law enforcement agency personnel whose image or voice is in the recording and the head of that person's employing law enforcement agency, and (iii) the District Attorney. Actions brought pursuant to this subsection shall be set down for hearing as soon as practicable, and subsequent proceedings in such actions shall be accorded priority by the trial and appellate courts.

(h) Release of Recordings; Law Enforcement Purposes. - Notwithstanding the requirements of subsections (c), (f), and (g) of this section, a custodial law enforcement agency shall disclose or release a recording to a district attorney (i) for review of potential criminal charges, (ii) in order to comply with discovery requirements in a criminal prosecution, (iii) for use in criminal proceedings in district court, or (iv) for any other law enforcement purpose, and may disclose or release a recording for any of the following purposes:

- (1) For law enforcement training purposes.
- (2) Within the custodial law enforcement agency for any administrative, training, or law enforcement purpose.
- (3) To another law enforcement agency for law enforcement purposes.
- (4) For suspect identification or apprehension.
- (5) To locate a missing or abducted person.

(i) Retention of Recordings. - Any recording subject to the provisions of this section shall be retained for at least the period of time required by the applicable records retention and disposition schedule developed by the Department of Natural and Cultural Resources, Division of Archives and Records.

(j) Agency Policy Required. - Each law enforcement agency that uses body-worn cameras or dashboard cameras shall adopt a policy applicable to the use of those cameras.

(k) No civil liability shall arise from compliance with the provisions of this section, provided that the acts or omissions are made in good faith and do not constitute gross negligence, willful or wanton misconduct, or intentional wrongdoing.

(l) Fee for Copies. - A law enforcement agency may charge a fee to offset the cost incurred by it to make a copy of a recording for release. The fee shall not exceed the actual cost of making the copy.

(m) Attorneys' Fees. - The court may not award attorneys' fees to any party in any action brought pursuant to this section. (2016-88, s. 1; 2019-48, s. 1; 2021-138, s. 21(a).)



TOWN OF SHALLOTTE PUBLIC INFORMATION/RECORDS REQUEST FORM

OFFICE OF THE TOWN CLERK

Town of Shallotte PO Box 2287 Shallotte NC 28459
Phone: 910-754-4032 EXT 1002 Fax Phone: 910-754-2740
Email: ngoins@tosgov.org

The Town of Shallotte is committed to transparency and provides access to public records in accordance with the North Carolina Public Records Law, N.C.G.S. Chapter 132.

Public records requests will be processed as promptly as possible. Response times may vary depending upon the scope and complexity of the request, the volume and location of responsive records, and whether review or redaction is necessary to protect confidential information as required by law.

To assist Town staff in locating records, requesters are encouraged to provide as much specific information as possible, including relevant names, addresses, dates, departments, project or permit numbers, and the types of records requested.

The Town is not required to create or compile a record that does not exist. Certain records or portions of records may be confidential or otherwise exempt from disclosure under state or federal law. Fees may apply for copies or for requests requiring extensive use of Town information technology resources or extensive clerical or supervisory assistance, as permitted by NCGS 132-6.2.

Public records requests are only accepted by phone or email if the Information/Records Request Form is sent via fax or email as an attachment. Please see the Town's Public Records Policy for more information.

***Note—The Town will make reasonable efforts to acknowledge receipt of electronically submitted requests within two business days.**

SECTION 1: CONTACT INFORMATION	
Name:	Date of Request:
Mailing Address:	Phone: ()
City, State, Zip:	Fax: ()
Email:	
SECTION 2: DOCUMENTS/INFORMATION REQUESTED	
Requested Department Information ☐ Town Clerk ☐ Planning/Zoning ☐ Human Resources ☐ Police Department ☐ Fire Department ☐ Other: _____	Requested Information (please be as specific as possible):
Date(s) of requested information: _____ to _____	Please Note: You are not required to state the purpose or reason for your request. Submission of this form is intended to assist the Town in efficiently processing public records requests.
SECTION 3: PREFERRED DELIVERY METHOD	
☐ Mail (Mailed documents will incur postage charges)	☐ Fax (10 pages or less)
☐ Email	☐ Town Hall Pickup
☐ Other (e.g., CD, flash drive, etc.)	<i>*Note—actual costs associated with hard copy deliverables may be charged in accordance with NCGS 132-6.2.</i>

SECTION 4: FEES

The Town shall deliver electronic records in PDF format via email at no charge. The Town may charge the actual cost of making or mailing copies based on the fee schedule below:

PRINTING FEES:

Copies	8 1/2 x 11 (B & W)	25¢ ea - first 10 pgs, 5¢/pg thereafter
	8 1/2 x 11 (Color)	35¢ ea - first 10 pgs, 10¢/pg thereafter
	11 x 17 (B&W)	35¢ each
	11 x 17 (Color)	45¢ each

Large Format Printing (larger than 11 x 17)

B&W	\$1.00/Square Foot
Color	\$2.00/Square Foot

POSTAGE:

Postage will be charged at current USPS rates

EXTRAORDINARY REQUESTS: The Town of Shallotte reserves the right under NCGS 132-6.2 to charge a service fee based on actual costs incurred for extensive use of Town information technology resources and/or personnel costs related to providing the services.



Town of Shallotte

ACTION AGENDA ITEM

2026

TO: Board of Alderman

ACTION ITEM #:

FROM: Ashley White, Human Resources Manager
EXT. # 1012

MEETING DATE:

09/15/2026

DATE SUBMITTED:

09/4/2026

ISSUE/ACTION REQUESTED:

PUBLIC HEARING:

☐

YES

☒

NO

Addition and Amendment of Personnel Policy

- **Article VII. HOLIDAYS AND LEAVES OF ABSENCE**
 - Amend: Section 26 Adverse Weather Conditions
- **Article VII. HOLIDAYS AND LEAVES OF ABSENCE**
 - Renumber Current Section 27. Break Time for Nursing Mothers to Section 28
- **Article VII. HOLIDAYS AND LEAVES OF ABSENCE**
 - NEW: Section 27: Emergency or Disaster Compensation Policy

BACKGROUND/PURPOSE OF REQUEST:

- **Adverse Weather Conditions** – Amendment to Section 26 to clarify provisions and distinguish adverse weather closures from the new Emergency or Disaster Compensation Policy
- **Emergency or Disaster Compensation Policy** – NEW Section 27 added to establish provisions for employee compensation during emergency or disaster situations
- **Break Time for Nursing Mothers** – Current Section 27 renumbered as Section 28 to keep related leave policies grouped together

I respectfully submit this for your approval.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES

☒ NO

CAPITAL PROJECT ORDINANCE REQUIRED:

☐ YES

☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES

☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES

☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:

☐ YES

☒ NO

☐ N/A

ADVISORY BOARD RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:.

Approval - Mwg

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

- 1. Revisions to Policies
- 2. Comparison of Compensation Practices among other local government entities during State of Emergency/Adverse Weather
- 3. Cost Comparison Spreadsheet of the Different Options

<u>ACTION OF THE BOARD OF ALDERMEN</u>		
APPROVED:	☐	ATTEST:
DENIED:	☐	CLERK TO THE BOARD
DEFERRED UNTIL:		
OTHER:		
	SIGNATURE	

Section 26. Adverse Weather Conditions

In the event of adverse weather conditions, Town offices and departments shall remain open for the full scheduled workday unless authorization for early closing or other deviation from regular business hours is received from the Town Manager. All departments and offices shall receive advance notice of any authorized early closing or delayed opening.

The Town of Shallotte has a responsibility to provide essential services even during periods of adverse weather or other emergency conditions. Adequate staff are required to operate these critical services seven days per week and 24 hours per day in all weather. Department heads shall designate which employees are essential employees required to report to work regardless of weather or other emergency conditions. The list of essential employees by position shall be provided to the Town Manager and Human Resources Manager

Compensation

Non-essential employees will be paid for those hours worked prior to and after the event that caused the Town Manager to close, delay, or cancel Town offices and/or services. If Town offices and/or services remain closed for a standard business workday or more, the Town Manager will have the authority to grant leave with pay for adverse weather conditions not to exceed 3 days based on the accrual rate for that department per fiscal year (10.6 Fire, 8.5 Police, 8 Admin/Maint).

Those employees designated by their Department Head as being essential employees and who must work to maintain the safety and well-being of the Town during adverse weather conditions will be compensated based on the following:

- Non-exempt employees will receive their base rate of pay for all hours worked in accordance with all applicable Town policies and Fair Labor Standards Act (FLSA) related to compensation. In addition, employees will receive one day of adverse weather pay for each day worked during adverse weather conditions, not to exceed three (3) days per fiscal year, based on the current accrual rate for that department (10.6 Fire, 8.5 Police, 8 Admin/Maint). These hours will not be included when calculating overtime pay.

If the Town Manager authorizes a delayed opening or early closure for non-essential employees, essential employees shall be credited hours worked during the affected period using department multipliers (Fire: 1.33 hours per hour worked; Police: 1.07 hours per hour worked). Credited hours apply only to the affected period and may be used shall be applied to adverse weather pay. They shall not count toward overtime unless required by FLSA or during a declared State of Emergency, and do not apply to full-day closures.

- Exempt employees will receive their base rate of pay for all hours worked not to exceed forty (40) hours. Exempt employees who have worked in excess of forty (40) hours during adverse weather conditions will receive eight (8) hours of compensatory time per day worked, not to exceed twenty-four (24) hours per fiscal year. In addition, if the State of Emergency declaration is proclaimed for the Town, all exempt employees will be compensated for any time worked in excess of forty (40) hours in a standard seven-day workweek at one and one-half (1 ½) times the regular hourly rate.

Employees who leave work before an official early closing time, as well as employees who report for work late or do not report for work because of adverse weather conditions may use earned vacation or

compensatory leave for days or hours not worked. Sick leave may not be used to cover absences due to adverse weather. If an employee is sick, sick leave may be used. If the employee does not have any compensatory or vacation leave accrued, the employee will be placed in a Leave Without Pay status. Employees on approved vacation leave, sick leave, or leave without pay when an official closing is declared will be charged for vacation, sick, or leave without pay as arranged.

Move Current Section 27 to Section 28:

Section 27: Break Time for Nursing Mothers

Proposed New Section 27:

Section 27. Emergency or Disaster Compensation Policy

I. Purpose

This policy applies during a declared State of Emergency or other serious event, such as a hurricane, when extremely hazardous conditions and safety risks require normal Town operations to be delayed, modified, or temporarily closed.

The period during which this policy is in effect will begin when a formal Local State of Emergency is declared by the Mayor or Town Council. The period will conclude when the applicable emergency declaration is terminated or rescinded.

Essential & Non-Essential Personnel

Department Directors will designate positions as either Essential or Non-Essential prior to an emergency event. These designations may be reviewed and updated as operational needs change.

1. Essential Personnel are expected to report to work as scheduled or as directed during the period this policy is in effect. Employees may be assigned duties outside of their normal responsibilities as necessary to support emergency operations.
2. Non-Essential Personnel may be temporarily released from work during a Town closure or emergency event.

II. Compensation During a Town Closure

During the period this policy is in effect and a Town closure has been implemented, the following compensation provisions will apply:

a. Exempt Essential Employees

Exempt Essential Employees who are required to work during a Town closure will receive emergency compensation at one and one-half (1.5) times their regular rate of pay for all hours worked during a declared State of Emergency. Bona-fide meal, rest, or sleep periods during which the employee is completely relieved from duty will not be considered hours worked.

b. Non-Exempt Essential Employees

Non-Exempt Essential Employees will receive emergency compensation at one and one-half (1.5) times their regular rate of pay for all hours worked during a declared State of Emergency. Bona-fide meal, rest, or sleep periods during which the employee is completely relieved from duty will not be considered hours worked.

c. Non-Exempt Non-Essential Employees

Non-Exempt Non-Essential Employees who are not required to work during the a declared State of Emergency will follow the Adverse Weather Conditions Policy located in Article VII, Section 26. If the closure extends beyond the period addressed in the Adverse Weather Conditions Policy, additional Adverse Weather Leave may be authorized by the Town Manager.

Adverse Weather Leave authorized under this section will be paid at the employee's regular base rate of pay and will not be considered hours worked for overtime purposes.

III. General Provisions

Employees required to work during an emergency or disaster must accurately record all hours worked, including regular and overtime hours separately, and remain in communication with their supervisor.

Employees who are unable to report to work as directed must notify their supervisor as soon as possible. Employees who fail to report to work or remain absent without authorization may be subject to disciplinary action in accordance with Town policy.

The Town Manager may assign employees to other duties or work locations as necessary to support emergency operations.

The Town Manager will administer this policy based on the nature and duration of the emergency or disaster, consistent with applicable federal and state law.

Section 28: Break Time for Nursing Mothers



TOWN OF SHALLOTTE

Post Office Box 2287 • Shallotte, North Carolina 28459
Telephone: (910) 754-4032 • Facsimile: (910) 754-2740

To: Board of Aldermen

From: Isaac Norris, Jr., CPA, Finance Director

Subject: BA-26-27-3

Date: 9/15/2026

BA-26-27-3 The Town needs to budget for FEMA grant money received for reimbursement for the police department's help with the recovery effort with TS Helene.

Account #			
10-5100-0200	Salaries	\$ 7,315.87	
10-3494-0000	Federal Funds		\$ 7,315.87
		\$ 7,315.87	\$ 7,315.87



Brunswick County Law Enforcement Association

P.O. Box 661 Supply, NC 2846

WWW.BCLEARANGE.COM

President: Mike Jackson

Vice President: Diane Sandoval

Secretary: Kelly Imbody / Sgt at Arms: Matthew Prince / Member Services: Adam Merritt



Section X, Item 1.

August 28, 2026

Chief Jeremy Dixon
Shallotte Police Department
P.O. Box 2287
Shallotte NC 28459

RE: IN DEFENSE OF OUR IRREPLACEABLE TRAINING/QUALIFICATION FACILITY

Dear Chief Dixon:

We are reaching out for your department's cooperative verification regarding our long-term working relationship between BCLEA and *Shallotte Police Department*. Enclosed please find an outline of our service that Brunswick County Law Enforcement Association shooting range/training facility has provided to the law enforcement community since 1974. We have also outlined the potential risks to our facilities operations and very existence posed by rapidly encroaching residential and commercial developments in Brunswick County. We anticipate developer pressure to restrict or try and close the operation of BCLEA. The Board of Directors is taking affirmative actions to address such attacks including but not limited to extensive perimeter fencing, updated entry/exit systems, berms, lighting, cctv camera system and very strict rules governing the members use of the facilities.

You and all your officers have been long term valuable members. I am respectfully requesting that you express defense for the necessity of BCLEA by signing the Statement of Support, below and returning it to me in the attached self-return envelope. Your support is, of course, subject to withdrawal at any time, if you find that the BCLEA is not true to its mission.

Finally, I will regularly update you on the operations and improvements, of BCLEA. Please do not hesitate to call or write if you have any questions or if I may be of service.

Sincerely,
Diane Sandoval, Vice-President and Treasurer.

STATEMENT OF SUPPORT

I, Jeremy Dixon, confirm my ongoing support for the BCLEA, its mission, the facility and its valuable contribution to the training of law enforcement officers in Brunswick County.

Dated this 9 day of September, 2026

Chief of Police Jeremy Dixon

*Shallotte
Police
Dept.*



TOWN OF SHALLOTTE

Police Department

114 Cheers St. Shallotte, North Carolina 28470
Phone (910) 754-6008



Section X, Item 1.

Sept 14, 2026

To: Brunswick County Commissioners

Ref: Brunswick County Law Enforcement Association Range

Elected Commissioners,

It has come to our attention that significant operational risks to the BCLEA range threaten its closure. The BCLEA range has provided law enforcement centered training for more than 50 years. In that time, thousands of officers from this county have received countless hours of vital life safety training. This facility ensures that officers are equipped with the training and experience necessary to protect our residents, our visitors, our businesses, and our schools. With the rapid development and growth in Brunswick County, now more than ever is the time to invest in protecting our future, not risk endangering it.

In an effort to work with, not against encroaching development, the BCLEA Board of Directors has taken significant steps to update fencing, entry and exit systems, berms, lighting, cameras, and strict rules governing use. As elected officials, we must face tough decisions head on and not allow budgeting restrictions nor political ideologies to weaken our public safety commitment. If Brunswick County were to lose the Law Enforcement Association range, it would be detrimental to the local police departments as well as every individual in this county. Without proper training, and a facility to practice, we are essentially crippling our law enforcement capacity. The danger this places on our citizenry is uncomprehensible.

We humbly ask that you stand with the Town of Shallotte and the Brunswick County Law Enforcement Association to find and support equitable solutions that foster residential and commercial development, while also maintaining the highest level of law enforcement training. Only by working together as elected officials, developers, and public safety will our communities prosper.

In closing, we understand the Sheriff's Office has its own dedicated firing range and training facility, but the municipalities in this county do not have that luxury. We are dependent upon the survival of the BCLEA range to continue to provide the highest quality training and live fire experience to officers as we entrust them to protect our communities. While we pray it never happens, our municipal officers need to be properly trained and ready to make split second life-or-death decisions. The BCLEA range is vital to our mission of public safety. Thank you for your time and consideration in this matter as we continue to see Brunswick County prosper.

Respectfully,

Jeremy Dixon, Police Chief
Shallotte Police Department



TOWN OF SHALLOTTE

Police Department

114 Cheers St. Shallotte, North Carolina 28470
Phone (910) 754-6008



Section X, Item 1.

Signed in Support – Shallotte Board of Aldermen

Mayor Art Dornfeld

Alderman Gene Vasile

Alderman Jimmy Bellamy

Alderman Bobby Williamson

Alderman Larry Harrelson

Alderman Karmen Custer