

**Town of Mineral Springs
Mineral Springs Town Hall
3506 Potter Road S ~ Mineral Springs
Mineral Springs Town Council
Regular Meeting
September 8, 2022 ~ 7:30 P.M.
AGENDA**

1. Opening

The meeting will be called to order, an invocation will be delivered, and the Pledge of Allegiance will be recited.

2. Public Comments

The town council will hear comments from members of the public on any matters of interest to them during this ten-minute period.

3. Consent Agenda – Action Item

- A. Approval of the August 11, 2022 Regular Meeting Minutes
- B. Acceptance of the July 2022 Union County Tax Report
- C. Acceptance of the July 2022 Finance Report

4. 2022 Property Tax Order of Collection – Action Item

Council will consider approving the Union County Property Tax Settlements from 2012-2021 and will approve the Order of Collection for the 2022 taxes.

5. Consideration of Authorizing an Agreement with a Social Media Records Retention Organization – Action Item

The council will consider authorizing an agreement with Archive Social for retention of social media records.

6. Consideration of Approving the October 2021 General Records Schedule for Local Government Agencies – Action Item

The council will consider approving the October 2021 General Records Schedule for Local Government Agencies.

7. Proclamation for Constitution Week – Action Item

Mayor Becker will seek the council's approval to proclaim September 17th through the 23rd, 2022 as Constitution Week.

8. Staff Updates

The staff will update the council on any developments that may affect the town.

9. Other Business

10. Adjournment

**Draft Minutes of the
Mineral Springs Town Council
Regular Meeting
August 11, 2022 – 7:30 p.m.**

The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall located at 3506 Potter Road S, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, August 11, 2022.

Present: Mayor Frederick Becker III, Mayor Pro Tem Jerry Countryman, Councilwoman Valerie Coffey, Councilwoman Janet Critz, Councilwoman Lundeen Cureton, and Councilman Jim Muller.

Absent: Councilwoman Bettylyn Krafft.

Staff Present: Town Clerk/Zoning Administrator Vicky Brooks, Attorney Bobby Griffin, Administrative Assistant/Deputy Town Clerk Maurice Norman, and Deputy Town Clerk Janet Ridings.

Visitors: None.

1. Opening

With a quorum present at 7:31 p.m. on August 11, 2022, Mayor Becker called the Regular Town Council Meeting to order.

Councilwoman Critz delivered the invocation.

Pledge of Allegiance.

Mayor Becker introduced the new Administrative Assistant/Deputy Town Clerk Maurice Norman who started on August 1st.

2. Public Comments

There were no public comments.

3. Consent Agenda – Action Item

Councilwoman Coffey motioned to approve the consent agenda containing the July 14, 2022 Regular Meeting Minutes, the June 2022 Union County Tax Report, and the June 2022 Finance Report and Councilman Countryman seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

4. Consideration of a Planning Board Applicant – Action Item

Mayor Becker asked Mr. Johnny Evans to step up to the microphone for a quick introduction.

Mr. Evans explained he grew up in a small town in the mountains of North Carolina and he went to Appalachian State where he met his wife. Mr. Evans moved to the Charlotte region and started his career there. Mr. Evans noted his majors were in Environmental Science with a minor in Geology. Mr. Evans started with South Carolina DHEC [Department of Health and Environmental Control] for a year and then with stormwater regulatory and agriculture facility inspections. Mr. Evans moved to Mecklenburg County and their water quality department and from there went to the City of Charlotte Land Development/Erosion Control. Mr. Evans spent about five years in local government and then went to the private sector where he has spent about three years working for a developer. Mr. Evans stated he had a blend of municipality experience and work in the private sector with developers and engineers in land development.

Mayor Becker commented Mr. Evans may have to go above and beyond the call of duty, because the town is always looking for a little bit of expertise in stormwater and erosion control issues.

Councilwoman Coffey stated with all the experience and attributes Mr. Evans has to bring with him, she believed he would be a great asset to the planning board, as well as the town.

Councilwoman Critz asked Mr. Evans how long he had been in Mineral Springs.

Mr. Evans responded they bought their house in October of last year. Mr. Evans shared that they have a little two-year old son who is a ball full of energy and they are expecting a little girl in November.

Mayor Becker mentioned that it sounded like even if Mr. Evans was in the development industry, not everybody who was building houses or developing projects is necessarily looking to maximize density at the expense of quality and Mr. Evans seems to understand that.

Mr. Evans responded that he sees both sides of it, the good and the bad, the responsibility, stewardship versus just blaze everything down and make a quick profit, which was what compelled him to step into this role to be responsible for what is being done. It is just a matter of time, the growth will sprawl from Charlotte, it is working its way out. Mr. Evans stated he enjoyed driving by cow pastures and cornfields on his way from work to home; "that's one of the appealing things about living out here."

Councilman Countryman commented that the interesting thing was that several years ago you could drive [highway] 16 where it meets [highway] 84 and go either direction and it was all wheat fields and bean fields 15 years ago. The erosion has continued into this county, and it is important that it does not come any further. The town motto is "Conservation by Design," and the expertise Mr. Evans has will be of great value to ensure that continues.

Councilwoman Critz applauded Mr. Evans for getting involved and wanting to be involved right out of the starting gates. It says a lot about Mr. Evans' investment in the community. Councilwoman Critz thought Mr. Evans should be pleased with what he sees in the town's zoning and how the town developed conservation zoning.

Councilman Muller motioned to appoint Johnny Evans to the planning board and Councilman Countryman seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

5. Consideration of the Audit Contract – Action Item

Mayor Becker explained that the audit contract was exactly the same price (\$4,730); nothing has changed. The audit contract is pre-printed from the State Treasurer's Local Government Commission's language. There is no room for discretion; the auditors have to follow that contract template.

Councilwoman Critz motioned to approve the audit contract with Kendra Gangal CPA for \$4,730 and Councilwoman Cureton seconded the motion. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

6. Consideration of a Dead Wildlife Policy on Greenway Property – Action Item

Mayor Becker referred to his memo and stated he thought it was a non-issue about dead wildlife on town property. This case turned out to be on HOA property and it was not the town's problem in the long run. Eventually the dead animals go away, because the vultures and other predators will make quick work of them. Mayor Becker did not know what to do if the dead animal had been on town property, because the town does not have a policy enforced. Mayor Becker pointed out there had been a dead animal on town hall property once and it had to be removed, which cost \$415. It would be expensive to bring somebody into the woods. Mayor Becker stated he was uncomfortable, and he was glad the dead animal was not on town property, because he did not want to authorize the

expenditure of having someone get the deer and then the council question why he would do that with the dead animal being in the woods. Mayor Becker explained he just wanted to know if the council wanted to establish a policy on what happens if this does come up on town property.

Councilwoman Coffey commented she thought it was something the town needs to research. Councilwoman Coffey did not want to attempt to comment on it tonight, because she needs more information, and she would like to look into what other areas are doing.

Mayor Becker stated he would do some research with some trail managers to see if there were any policies in place.

Councilman Muller commented he was sure there had been squirrels, possums, copperheads out there [on the trail], but he agreed with Councilwoman Coffey, because it was not only unsightly, and it is more than just the smell, but it could be a health or safety concern.

Councilman Countryman commented that you have to look at the reality of how frequently that might occur and the fact that it would be on town property. Councilman Countryman thought it was reasonable to explore the possibility and encouraged Ms. Brooks to contact the Fish and Game Department or an exterminator or somebody that would deal with it like they did with the one [dead deer] in the backyard of town hall to see what the possibilities were, so there might be something in place down the road. The likelihood and frequency with which it might occur is extremely rare; the most likely place might be the parking lot at the greenway with animals crossing the road and being hit by a vehicle. In nature, there are not many of them that are just going to die on their own, something has to happen for them to be injured and then for that to happen on property owned by the town increases the potential rarity. Exploring is a good idea but having something in place right away is probably not a great requirement, because it probably will not happen again for a while.

Mayor Becker commented the Thread Trail people's instinct was to let nature take its course, but they were not out here. Of course, the dead deer was not on town property. The town has a lot of property, which is far from houses and far from the trail. It could die in the woods where the smell would not travel and no one would know it was there, except the turkey vultures and other predators might find it.

Mayor Becker mentioned the conversation he had with Andy Kane from the Catawba Lands Conservancy and if he had found the deer, he might have contacted Fish and Wildlife, because they might have wanted to know if the deer got hit by a car or if it was the Chronic Wasting Disease.

Mayor Becker stated he would put this off and do a little research.

7. Recognition of the Deputy Town Clerk's Retirement

Mayor Becker stated the final thing was recognition of 11 years of service by Janet Ridings.

Ms. Brooks presented Ms. Ridings with an umbrella and a clock [from the Crystal Shop].

Mayor Becker announced the council will take the opportunity after the meeting to have a cupcake/cookie and give Janet a farewell. Mayor Becker noted it would not be an official meeting after the adjournment, so the council would not be discussing town business during the social gathering to honor Janet.

8. Staff Updates

There were no staff updates.

9. Other Business

Ms. Brooks pointed out she had given the council members a flyer about the movie night tomorrow evening at 8:30 p.m. Boy Scout Troop 18 will be here selling popcorn and drinks, Kona Ice will be selling shaved ice, and the Union County Library will arrive at 7:15 p.m. to do crafting with the children.

Councilman Countryman noted he had driven both ways on [highway] 75 and it appeared that somebody had worked over the town sign areas; they look much better.

Mayor Becker explained he had spoken with Mrs. Newell (Ken is not doing the work, because he is feeble), so Jason [their son] has been doing it. Mrs. Newell was receptive and was upset that it was not being done properly. Mayor Becker thought Mrs. Newell would let her son know “you’re doing this in your dad’s name, let’s get it done right.” Mayor Becker noted he did not talk about the crape myrtles, because it was not the time of year to prune them. Mayor Becker explained when he paid their bill he enclosed a note, because the sign on the Monroe side had weeds and a tree in there that had been removed but the shrubs needed to be lowered so you can see the sign.

Councilman Countryman asked for an update on the “House of Infamy” [on McNeely Road], because there did not seem to be anything in the yard anymore.

Ms. Brooks responded that apparently the foreclosure went through, and they moved out.

Mayor Becker mentioned the non-conforming, non-permitted building [on McNeely Road].

Ms. Brooks responded that was also gone.

Mayor Becker added it was the Altherrs’ building, which had been moved, so they were back in compliance; Ms. Brooks was able to close that.

Councilman Muller asked what the new building on Billy Howie was; someone built a huge three deck garage.

Ms. Brooks responded they had a permit for it.

Councilwoman Cureton commented the house next door to her looks beautiful; they have done a lot of work and it is ready to be torn down.

Councilman Countryman asked if somebody was thinking about mowing the grass at the newly acquired property behind the barbershop.

Mayor Becker responded he thought the owner was going to get a guy.

10. Adjournment – Action Item

At 8:02 p.m. Councilman Countryman motioned to adjourn the meeting and Councilwoman Coffey seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

The next regular meeting will be on Thursday, September 8, 2022 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, NCCMC, Town Clerk

Frederick Becker III, Mayor

JULY 2022
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

JULY 29, 2022 REGULAR TAX	2022	2021	2020	2019	2018	2017
BEGINNING CHARGE	161.16	80,027.69	69,694.82	67,992.78	67,409.94	65,441.40
TAX CHARGE	78,706.82					
PUBLIC UTILITIES CHARGES						
DISCOVERIES						
NON-DISCOVERIES						
RELEASES	(6.05)					
TOTAL CHARGE	78,861.93	80,027.69	69,694.82	67,992.78	67,409.94	65,441.40
BEGINNING COLLECTIONS	2.37	79,827.50	69,552.96	67,856.76	67,347.43	65,375.36
COLLECTIONS - TAX	54.73	10.08	0.79			
COLLECTIONS - INTEREST		0.46	0.15			
TOTAL COLLECTIONS	57.10	79,837.58	69,553.75	67,856.76	67,347.43	65,375.36
BALANCE OUTSTANDING	78,804.83	190.11	141.07	136.02	62.51	66.04
PERCENTAGE OF REGULAR	0.07%	99.76%	99.80%	99.80%	99.91%	99.90%
COLLECTION FEE 1.25 %	0.68	0.13	0.01	-	-	-

JULY 2022
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

2016	2015	2014	2013
61,553.74	62,157.91	64,338.55	64,894.00
61,553.74	62,157.91	64,338.55	64,894.00
61,487.70	62,135.35	64,313.12	64,873.47
61,487.70	62,135.35	64,313.12	64,873.47
66.04	22.56	25.43	20.53
99.89%	99.96%	99.96%	99.97%
-	-	-	-

Town of Mineral Springs

FINANCE REPORT

July 2022

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

September 8, 2022

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Cash Flow Report FY2022 YTD - Jul 2022

7/1/2022 through 7/31/2022

8/16/2022

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Category	7/1/2022- 7/31/2022
INCOME	
Interest Income	99.57
Other Inc	
Zoning	325.00
TOTAL Other Inc	325.00
TOTAL INCOME	424.57
 EXPENSES	
Attorney	300.00
Capital Outlay	
Furniture	1,351.90
TOTAL Capital Outlay	1,351.90
Community	
Greenway	600.00
Parks & Rec	
Park	278.54
TOTAL Parks & Rec	278.54
TOTAL Community	878.54
Emp	
Benefits	
Dental	152.00
Life	119.04
NCLGERS	1,594.15
Vision	28.00
TOTAL Benefits	1,893.19
Bond	550.00
FICA	
Med	166.31
Soc Sec	711.14
TOTAL FICA	877.45
Payroll	178.18
Work Comp	2,026.78
TOTAL Emp	5,525.60
Office	
Bank	0.00
Clerk	3,403.00
Council	1,200.00
Deputy Clerk	850.25
Dues	4,601.00
Equip	84.07
Finance Officer	3,144.00
Ins	4,212.96
Maint	
Materials	12.79
Service	1,141.95
TOTAL Maint	1,154.74
Mayor	500.00
Records	5,402.44
Supplies	150.25
Tel	2,707.20

Cash Flow Report FY2022 YTD - Jul 2022

7/1/2022 through 7/31/2022

8/16/2022

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Category	7/1/2022- 7/31/2022
TOTAL Office	27,409.91
Planning	
Administration	
Contract	1,445.58
Salaries	2,942.00
TOTAL Administration	4,387.58
Misc	427.00
TOTAL Planning	4,814.58
Training	
Staff	225.00
TOTAL Training	225.00
TOTAL EXPENSES	40,505.53
OVERALL TOTAL	-40,080.96

Account Balances History Report - As of 7/31/2022

(Includes unrealized gains)

8/15/2022

Page 1

Account	6/29/2022 Balance	6/30/2022 Balance	7/31/2022 Balance
ASSETS			
Cash and Bank Accounts			
Check Min Spgs	118,815.17	118,296.91	79,927.33
MM Sav ParkSterling	941,271.29	941,309.97	941,347.36
NCCMT_Cash	2,359.74	2,361.64	2,364.68
SLFRF Revenues	135,309.38	135,337.74	135,396.88
SLFRF Fund	0.00	0.00	0.00
TOTAL Cash and Bank Accounts	1,197,755.58	1,197,306.26	1,159,036.25
Other Assets			
State Revenues Receivable	0.00	64,380.19	60,471.71
TOTAL Other Assets	0.00	64,380.19	60,471.71
TOTAL ASSETS	1,197,755.58	1,261,686.45	1,219,507.96
LIABILITIES			
Other Liabilities			
Accounts Payable	692.76	11,276.25	9,178.72
Restricted Fund Balance	135,309.38	135,309.38	135,309.38
TOTAL Other Liabilities	136,002.14	146,585.63	144,488.10
TOTAL LIABILITIES	136,002.14	146,585.63	144,488.10
OVERALL TOTAL	1,061,753.44	1,115,100.82	1,075,019.86

Mineral Springs Budget Comparison 2022-23

TOWN OF MINERAL SPRINGS										
BUDGET COMPARISON 2022-23										
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November	
Advertising	\$ 1,800.00	\$ 1,800.00	\$ -	0.0%	\$ -					
Attorney	\$ 9,600.00	\$ 9,300.00	\$ 300.00	3.1%	\$ 300.00					
Audit	\$ 4,730.00	\$ 4,730.00	\$ -	0.0%	\$ -					
Charities & Agencies	\$ 11,675.00	\$ 11,675.00	\$ -	0.0%	\$ -					
Community Projects	\$ 22,500.00	\$ 22,500.00	\$ -	0.0%	\$ -					
Contingency	\$ 3,000.00	\$ 2,121.46	\$ 878.54	29.3%	\$ 878.54					
Employee Overhead	\$ 37,400.00	\$ 31,874.40	\$ 5,525.60	14.8%	\$ 5,525.60					
Elections	\$ -	\$ -	\$ -	0.0%	\$ -					
Fire Protection	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -					
Intergovernmental	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%	\$ -					
Office & Administrative	\$ 162,571.00	\$ 135,161.09	\$ 27,409.91	16.9%	\$ 27,409.91					
Planning & Zoning	\$ 47,304.00	\$ 42,489.42	\$ 4,814.58	10.2%	\$ 4,814.58					
Street Lighting	\$ 1,400.00	\$ 1,400.00	\$ -	0.0%	\$ -					
Tax Collection	\$ 1,800.00	\$ 1,800.00	\$ -	0.0%	\$ -					
Training	\$ 3,000.00	\$ 2,775.00	\$ 225.00	7.5%	\$ 225.00					
Travel	\$ 4,200.00	\$ 4,200.00	\$ -	0.0%	\$ -					
Capital Outlay	\$ 31,325.00	\$ 29,973.10	\$ 1,351.90	4.3%	\$ 1,351.90					
Totals	\$ 369,305.00	\$ 328,799.47	\$ 40,505.53	11.0%	\$ 40,505.53	\$ -	\$ -	\$ -	\$ -	\$ -
Off Budget:										
Tax Refunds										
Interfund Transfers										
Total Off Budget:			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Mineral Springs Monthly Revenue Summary 2022-23

TOWN OF MINERAL SPRINGS											
REVENUE SUMMARY 2022-23											
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November		
Property Tax - prior	\$ 600.00	\$ 600.00	\$ -	0.0%	\$ -						
Property Tax - 2022	\$ 80,305.00	\$ 80,305.00	\$ -	0.0%	\$ -						
Interest	\$ 600.00	\$ 500.43	\$ 99.57	16.6%	\$ 99.57						
Sales Tax - Electric	\$ 208,000.00	\$ 208,000.00	\$ -	0.0%	\$ -						
Sales Tax - Sales & Use	\$ 33,000.00	\$ 33,000.00	\$ -	0.0%	\$ -						
Sales Tax - Other Util.	\$ 22,300.00	\$ 22,300.00	\$ -	0.0%	\$ -						
Sales Tax - Alc. Bev.	\$ 13,000.00	\$ 13,000.00	\$ -	0.0%	\$ -						
Vehicle Taxes	\$ 7,400.00	\$ 7,400.00	\$ -	0.0%	\$ -						
Zoning Fees	\$ 3,500.00	\$ 3,175.00	\$ 325.00	9.3%	\$ 325.00						
Other	\$ 600.00	\$ 600.00	\$ -	0.0%	\$ -						
Totals	\$ 369,305.00	\$ 368,880.43	\$ 424.57	0.1%	\$ 424.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SLFRF			\$ -								
GRAND TOTAL			\$ 424.57		\$ 424.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	December	January	February	March	April	May	June	June a/r			
Property Tax - prior											
Property Tax - 2022											
Interest											
Sales Tax - Electric											
Sales Tax - Sales & Use											
Sales Tax - Other Util.											
Sales Tax - Alc. Bev.											
Vehicle Taxes											
Zoning Fees											
Other											
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SLFRF											
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

July 2022 Cash Flow Report: all transactions - Jul 2022

7/1/2022 through 7/31/2022

8/16/2022

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Category	7/1/2022- 7/31/2022
INCOME	
Interest Income	99.57
Other Inc	
Zoning	325.00
TOTAL Other Inc	325.00
TOTAL INCOME	424.57
EXPENSES	
Attorney	300.00
Capital Outlay	
Furniture	1,351.90
TOTAL Capital Outlay	1,351.90
Community	
Greenway	600.00
Parks & Rec	
Park	278.54
TOTAL Parks & Rec	278.54
TOTAL Community	878.54
Emp	
Benefits	
Dental	152.00
Life	119.04
NCLGERS	1,594.15
Vision	28.00
TOTAL Benefits	1,893.19
Bond	550.00
FICA	
Med	166.31
Soc Sec	711.14
TOTAL FICA	877.45
Payroll	178.18
Work Comp	2,026.78
TOTAL Emp	5,525.60
Office	
Bank	0.00
Clerk	3,403.00
Council	1,200.00
Deputy Clerk	850.25
Dues	4,601.00
Equip	84.07
Finance Officer	3,144.00
Ins	4,212.96
Maint	
Materials	12.79
Service	1,141.95
TOTAL Maint	1,154.74
Mayor	500.00
Records	5,402.44
Supplies	150.25
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July 2022 Cash Flow Report: all transactions - Jul 2022

7/1/2022 through 7/31/2022

8/16/2022

Page 2

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Planning	
Administration	
Contract	1,445.58
Salaries	2,942.00
TOTAL Administration	4,387.58
Misc	427.00
TOTAL Planning	4,814.58
Training	
Staff	225.00
TOTAL Training	225.00
TOTAL EXPENSES	40,505.53
 TRANSFERS	
FROM Check Min Spgs	2,097.53
FROM State Revenues Receivable	3,908.48
TO Check Min Spgs	-3,908.48
TO Accounts Payable	-2,097.53
TOTAL TRANSFERS	0.00
 OVERALL TOTAL	 <b style="color: red;">-40,080.96

Register Report - Jul 2022

7/1/2022 through 7/31/2022

8/23/2022

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Date	Num	Description	Memo	Category	CI	Amount
7/1/2022	6396	Diligent Corporation	INV345630 (FY2022)	Office:Records	R	-5,402.44
7/1/2022	6397	Old Republic Surety Co	W150232615 Vicky Brooks (FY2022)	Emp:Bond	R	-100.00
7/1/2022	6398	Copper Run HOA	A/N 150000.0 R-O-W Maint. (FY20...	Community:Greenway	R	-600.00
7/1/2022	6399	Sonitrol Security Serv...	I/N 307789 Alarm Service Fee (FY2...	Office:Tel	R	-2,332.80
7/1/2022	6400	Environmental Syste...	I/N 94261861 ArcGIS Maint (FY2022)	Planning:Misc	R	-427.00
7/1/2022	6401	...Municipal Insurance ...	07/22 (FY2022)	Emp:Benefits:Life	R	-59.52
			07/22 (FY2022)	Emp:Benefits:Dental	R	-76.00
			07/22 (FY2022)	Emp:Benefits:Vision	R	-14.00
7/1/2022	6402	Interlocal Risk Financ...	Cust #02005 Property & Liability, I/...	Office:Ins	R	-4,212.96
7/1/2022	6403	NC Interlocal Risk Ma...	Cust #587 Inv #I0037068 (FY2022)	Emp:Work Comp	R	-2,026.78
7/1/2022	6404	Union County Accoun...	Urban Forseter Contract 2022-23 (...)	Planning:Administration:Co...	R	-1,445.58
7/1/2022	TXFR	Union County {NCVTS}	5/22 NCVTS (FY2021)	[State Revenues Receivable]	R	692.14
7/1/2022	TXFR	Union County {NCVTS}	5/22 NCVTS Commission (FY2021)	[Accounts Payable]	R	-24.06
7/1/2022	EFT	The Town of Mineral ...	Returned Check (Geathers) (FY2022)	Other Inc:Zoning	R	-150.00
7/1/2022	EFT	First National Bank	Returned Item Fee (FY2022)	Office:Bank	R	-12.00
7/5/2022	EFT	Point And Pay	06-057-196 (FY2022)	Other Inc:Zoning	R	50.00
7/11/2022	6405	Taylor & Sons Mowin...	I/N 0030A Fire Ant Treatment (FY2...	[Accounts Payable]	R	-792.00
7/11/2022	6406	The Enquirer-Journal	30065439 Budget Hearing Ad (FY...	[Accounts Payable]	R	-39.80
7/11/2022	6407	Union County Water {...	A/N 84361*00 (FY2021)	[Accounts Payable]	R	-37.72
7/11/2022	6408	Union County Water {...	A/N 91052*00 (FY2021)	[Accounts Payable]	R	-15.57
7/11/2022	6409	Bucket, Mop, And Bro...	I/N BMBC-1011 janitorial 7/2022 (F...	Office:Maint:Service	R	-188.00
7/11/2022	6410	Clark, Griffin & McCol...	I/N 8007 7/2022 (FY2022)	Attorney	R	-300.00
7/11/2022	6411	Taylor & Sons Mowin...	I/N 0031 Maintenance 7/2022 (FY2...	Office:Maint:Service	R	-420.00
7/11/2022	6412	BluSite Solutions Of ...	Porta Jon & Handwash 7/2022 (FY...	Community:Parks & Rec:Park	R	-278.54
7/11/2022	6413	Quadient, Inc.	I/N 59315395 Postage Meter Renta...	Office:Equip	R	-84.07
7/11/2022	6414	NC League Of Munici...	2022 Dues I/N I00043372 (FY2022)	Office:Dues	R	-4,159.00
7/11/2022	TXFR	Union County	06/22 Prop Tax (FY2021)	[State Revenues Receivable]	R	105.63
7/11/2022	TXFR	Union County	6/22 Regular Taxes Commission (F...	[Accounts Payable]	R	-1.59
7/11/2022	EFT	Debit Card (AOL)	AOL Troubleshooting Svc 07/22 (F...	Office:Tel	R	-7.99
7/12/2022	EFT	Debit Card (Office De...	Endorsement & Preaudit Stamps (F...	Office:Supplies	R	-43.53
7/14/2022	6415	Xerox Corporation	I/N 016528119 (FY2021)	[Accounts Payable]	R	-128.39
7/14/2022	6416	Perry, Bundy, Plyler &...	Legal - Donato violation (FY2021)	[Accounts Payable]	R	-772.50
7/15/2022	TXFR	NC Department of Re...	Sales & Use Distribution 5/22 (FY2...	[State Revenues Receivable]	R	3,110.71
7/24/2022	EFT	Debit Card (Lowe's)	Spray Adhesive (FY2022)	Office:Maint:Materials	R	-12.79
7/25/2022	6417	Duke Power	9100 3284 5041 (Old School) (FY2...	[Accounts Payable]	R	-26.61
7/25/2022	6418	Duke Power{Office}	9100 3284 4818 (FY2021)	[Accounts Payable]	R	-259.29
7/25/2022	6419	...Municipal Insurance ...	08/22 (FY2022)	Emp:Benefits:Life	R	-59.52
			08/22 (FY2022)	Emp:Benefits:Dental	R	-76.00
			08/22 (FY2022)	Emp:Benefits:Vision	R	-14.00
7/25/2022	6420	Windstream	061348611 (FY2022)	Office:Tel	R	-260.67
7/25/2022	6421	Verizon Wireless	221474588-00001 (FY2022)	Office:Tel	R	-105.74
7/25/2022	6422	Old Republic Surety Co	LPO1069542 Finance Officer (FY2...	Emp:Bond	R	-450.00
7/25/2022	6423	UNC School Of Gove...	I/N 5747 2022-23 Dues (FY2022)	Office:Dues	R	-442.00
7/25/2022	DEP ...	Deposit	FY2022	Other Inc:Zoning	R	275.00
			Geathers Ret. Item Payment (FY20...	Office:Bank	R	12.00
7/26/2022	EFT	Debit Card (Office De...	Seal Stamp, Name Plates (FY2022)	Office:Supplies	R	-106.72
7/26/2022	EFT	Debit Card (Office De...	Desk and Break Room Chairs (FY2...	Capital Outlay:Furniture	R	-1,351.90
7/26/2022	EFT	...NC State Treasurer	07/22 LGERS contribution FY2022	Office:Clerk	R	-204.18
			07/22 LGERS contribution FY2022	Office:Finance Officer	R	-188.64
			07/22 LGERS contribution FY2022	Planning:Administration:Sal...	R	-176.52
			07/22 employer contribution FY2022	Emp:Benefits:NCLGERS	R	-1,594.15

Register Report - Jul 2022

7/1/2022 through 7/31/2022

8/23/2022

Page 2

Date	Num	Description	Memo	Category	CI	Amount
7/28/2022	EFT	... Paychex	Salary 7/22 (FY2022)	Office:Clerk	R	-3,198.82
			7/22 (FY2022)	Office:Deputy Clerk	R	-850.25
			Salary 7/22 (FY2022)	Office:Finance Officer	R	-2,955.36
			Salary 7/22 (FY2022)	Office:Mayor	R	-500.00
			Salary 7/22 (FY2022)	Office:Council	R	-1,200.00
			Salary 7/22 (FY2022)	Planning:Administration:Sal...	R	-2,765.48
			FY2022	Emp:FICA:Soc Sec	R	-711.14
			FY2022	Emp:FICA:Med	R	-166.31
7/28/2022	6424	Affordable Handyman...	I/N 2280 Gutter Cleaning, Junk Hau...	Office:Maint:Service	R	-533.95
7/28/2022	DEP	Deposit	#22002 (FY2022)	Other Inc:Zoning	R	150.00
7/28/2022	EFT	Debit Card (NCAZO)	Zoning Training (FY2022)	Training:Staff	R	-225.00
7/29/2022	EFT	Paychex Fees	Fees 7/22 (FY2022)	Emp:Payroll	R	-178.18
7/1/2022 - 7/31/2022						-38,369.58

TOTAL INFLOWS 4,395.48

TOTAL OUTFLO... -42,765.06

NET TOTAL -38,369.58

Accounts Payable Activity July 2022

6/30/2022 through 7/31/2022

8/23/2022

Page 1

Date	Description	Memo	Category	Clr	Amount
BALANCE 6/29/2022					-692.76
6/30/2022	Union County {NCVTS}	5/22 NCVTS Commission (FY2021)	Tax Coll:Contract		-24.06
6/30/2022	Union County	6/22 Regular Taxes Commission (FY2021)	Tax Coll:Contract		-1.59
6/30/2022	Taylor & Sons Mowing & La...	I/N 0030A Fire Ant Treatment (FY2021)	Office:Maint:Ser...		-792.00
6/30/2022	The Enquirer-Journal	30065439 Budget Hearing Ad (FY2021)	Ads		-39.80
6/30/2022	Union County Water {Office}	A/N 84361*00 (FY2021)	Office:Util		-37.72
6/30/2022	Union County Water {Park}	A/N 91052*00 (FY2021)	Community:Park...		-15.57
6/30/2022	Xerox Corporation	I/N 016528119 (FY2021)	Office:Supplies		-128.39
6/30/2022	Perry, Bundy, Plyler & Long ...	Legal - Donato violation (FY2021)	Attorney		-772.50
6/30/2022	Xerox Corporation	Altalink C8145 (FY2021)	Capital Outlay:E...		-7,785.42
6/30/2022	Ken Newell	Welcome Signs 4/22 - 6/22 (FY2021)	Community:Maint		-675.00
6/30/2022	Union County	6/22 NCVTS Commission (FY2021)	Tax Coll:Contract		-25.54
6/30/2022	Duke Power{Office}	9100 3284 4818 (FY2021)	Office:Util		-259.29
6/30/2022	Duke Power	9100 3284 5041 (Old School) (FY2021)	Office:Util		-26.61
7/1/2022	Union County {NCVTS}	5/22 NCVTS Commission (FY2021)	[Check Min Spgs]		24.06
7/11/2022	Taylor & Sons Mowing & La...	I/N 0030A Fire Ant Treatment (FY2021)	[Check Min Spgs]		792.00
7/11/2022	The Enquirer-Journal	30065439 Budget Hearing Ad (FY2021)	[Check Min Spgs]		39.80
7/11/2022	Union County Water {Office}	A/N 84361*00 (FY2021)	[Check Min Spgs]		37.72
7/11/2022	Union County Water {Park}	A/N 91052*00 (FY2021)	[Check Min Spgs]		15.57
7/11/2022	Union County	6/22 Regular Taxes Commission (FY2021)	[Check Min Spgs]		1.59
7/14/2022	Xerox Corporation	I/N 016528119 (FY2021)	[Check Min Spgs]		128.39
7/14/2022	Perry, Bundy, Plyler & Long ...	Legal - Donato violation (FY2021)	[Check Min Spgs]		772.50
7/25/2022	Duke Power	9100 3284 5041 (Old School) (FY2021)	[Check Min Spgs]		26.61
7/25/2022	Duke Power{Office}	9100 3284 4818 (FY2021)	[Check Min Spgs]		259.29
6/30/2022 - 7/31/2022					-8,485.96
BALANCE 7/31/2022					-9,178.72
TOTAL INFLOWS					2,097.53
TOTAL OUTFLOWS					-10,583.49
NET TOTAL					-8,485.96

Accounts Rcvble Activity July 2022

6/30/2022 through 7/31/2022

8/23/2022

Page 1

Date	Description	Memo	Category	Amount
6/30/2022	Union County {NC...	5/22 (FY2021)	Veh Tax:Tax 2021	685.63
		5/22 (FY2021)	Veh Tax:Int 2021	5.00
		5/22 Refunds (FY2021)	Veh Tax:Tax 2021	1.51
6/30/2022	Union County	6/2022 (FY2021)	Prop Tax 2022:Prepayments	0.51
		6/2022 (FY2021)	Prop Tax 2021:Receipts 2021:Tax	98.48
		6/2022 (FY2021)	Prop Tax 2021:Receipts 2021:Int	5.54
		6/2022 (FY2021)	Prop Tax Prior Years:Prop Tax 202...	0.96
		6/2022 (FY2021)	Prop Tax Prior Years:Prop Tax 202...	0.14
6/30/2022	NC Department of ...	Sales & Use Distribution 5/22 (FY20...	Sales Tax:Sales & Use Dist	3,110.71
6/30/2022	NC Department of ...	Sales & Use Distribution 6/22 ESTIM...	Sales Tax:Sales & Use Dist	2,775.00
6/30/2022	NC Department of ...	Electricity 6/22 ESTIMATED (FY2021)	Sales Tax:Electricity	50,350.00
6/30/2022	NC Department of ...	Cable TV 6/22 ESTIMATED (FY2021)	Sales Tax:Cable TV	4,600.00
6/30/2022	NC Department of ...	Telecommunications 6/22 ESTIMAT...	Sales Tax:telecommunications	700.00
6/30/2022	NC Department of ...	Nat. Gas Excise 6/22 ESTIMATED (...	Sales Tax:Natural Gas Excise	1,300.00
6/30/2022	Union County {NC...	6/22 (FY2021)	Veh Tax:Tax 2021	737.31
		6/22 (FY2021)	Veh Tax:Int 2021	6.47
		6/22 Refunds (FY2021)	Veh Tax:Tax 2021	2.93
7/1/2022	Union County {NC...	5/22 NCVTS (FY2021)	[Check Min Spgs]	-692.14
7/11/2022	Union County	06/22 Prop Tax (FY2021)	[Check Min Spgs]	-105.63
7/15/2022	NC Department of ...	Sales & Use Distribution 5/22 (FY20...	[Check Min Spgs]	-3,110.71
6/30/2022 - 7/31/2022				60,471.71
TOTAL INFLOWS				64,380.19
TOTAL OUTFLOWS				-3,908.48
NET TOTAL				60,471.71

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July 2022

Revenue Details

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NC Sales & Use Distribution - Paid 7/15/2022 Accrued to FY2021-22

May 2022 Collections

Summary

MUNICIPALITY	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ART 44 *524	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION	3,006,986.90	1,837,704.89	1,578,795.32	-	(91.48)	355,538.89	-	-	(415,645.10)	6,363,289.42
FAIRVIEW	1,305.08	797.59	685.22	-	(0.04)	154.31	-	-	789.02	3,731.78
HEMRY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	108,320.06	66,199.26	56,872.62	-	(3.30)	12,807.50	-	-	65,537.06	309,733.20
LAKE PARK	9,794.92	5,986.12	5,142.75	-	(0.30)	1,158.13	-	-	5,926.24	28,007.86
MARSHVILLE	14,974.28	9,149.62	7,860.56	-	(0.46)	1,770.17	-	-	9,058.10	42,809.27
MARVIN	10,558.10	6,452.53	5,543.45	-	(0.32)	1,248.36	-	-	6,387.98	30,190.10
MINERAL SPRINGS	1,087.87	664.85	571.18	-	(0.02)	128.63	-	-	658.20	3,110.71
MINT HILL *	60.58	37.02	31.81	-	-	7.16	-	-	36.66	173.23
MONROE	334,779.12	204,598.58	175,773.20	-	(10.18)	39,583.48	-	-	202,551.93	957,276.13
STALLINGS *	57,482.94	35,130.41	30,180.98	-	(1.75)	6,796.64	-	-	34,778.99	164,368.21
UNIONVILLE	1,761.65	1,076.63	924.94	-	(0.05)	208.29	-	-	1,065.86	5,037.32
WAXHAW	117,540.58	71,834.33	61,713.77	-	(3.58)	13,897.71	-	-	71,115.75	336,098.56
WEDDINGTON *	18,574.01	11,351.41	9,752.14	-	(0.57)	2,196.15	-	-	11,237.85	53,110.99
WESLEY CHAPEL	2,676.28	1,635.59	1,405.16	-	(0.08)	316.44	-	-	1,619.24	7,652.63
WINGATE	8,068.36	4,930.94	4,236.23	-	(0.25)	963.98	-	-	4,881.02	23,070.88
TOTAL	3,693,967.73	2,257,549.77	1,939,489.33	-	(112.38)	436,765.84	-	-	-	8,327,660.29

Jurisdiction Collection by Year
Union County

Date Distributed: 6/1/2022 to 6/30/2022

990 - TOWN OF MINERAL SPRINGS

Year	Taxes, Assessments and Misc. Charges	Late List	Interest	Total Collected	Commission	Net of Commission
2020	0.87	0.09	0.14	1.10	0.02	1.08
2021	98.13	0.35	5.54	104.02	1.56	102.46
2022	0.51	0.00	0.00	0.51	0.01	0.50
Total:	99.51	0.44	5.68	105.63	1.59	104.04
Grand Total:	99.51	0.44	5.68	105.63	1.59	104.04

Invoice Date	Invoice Number	Description	Invoice Amount
06/30/2022	2212 TAXES	TAX/FEE/INT-JUNE 2022	\$104.04

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00076104	07/11/2022	104.04



County of Union
 500 North Main Street
 Monroe, North Carolina 28112

Vendor Number Check Date Check Number
 10870 07/11/2022 00076104

"This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act."

\$104.04

Pay **One Hundred Four Dollars and 04 cents *******

To The TOWN OF MINERAL SPRINGS
 Order Of PO BOX 600
 MINERAL SPRINGS NC 28108

**EFT COPY
 NON-NEGOTIABLE**

AP



County of Union
 500 North Main Street
 Monroe, North Carolina 28112

10870
 00076104

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

NCVT'S A/P Receipt Distribution
For the month Ending: May

NCVT15

Jurisdiction	Entity	Vendor #	Inv #	Tax & Fee Amt	Int Only Amt	Com Cst	Pending Refunds	Net Amt	Status/Check#
001	Union County	0		\$ 1,351,001.58	\$ 11,400.59	\$ (47,828.21)	(\$6,835.36)	\$ 1,307,738.60	No Check
003	Voter Approved Debt Tax	0		284,761.49	2,342.30	(10,079.96)	(\$1,426.62)	\$ 275,597.21	No Check
011	Countywide Fire Tax	0		556.10	72.47	(21.06)	(\$19.93)	\$ 587.58	No Check
012	Countywide EMS Tax	0		769.24	103.61	(29.06)	(\$26.86)	\$ 816.93	No Check
013	Griffith Rd	0		506.20	3.93	(17.48)	\$0.00	\$ 492.65	No Check
014	Stack Rd	0		1,522.37	11.35	(49.53)	(\$4.82)	\$ 1,479.37	No Check
015	Springs Fire Tax	0		7,012.95	62.36	(249.81)	(\$46.90)	\$ 6,778.60	No Check
016	Fairview	0		3,275.94	22.38	(118.48)	(\$37.44)	\$ 3,142.40	No Check
017	New Salem	0		3,117.54	36.20	(102.50)	(\$14.73)	\$ 3,036.51	No Check
018	Beaver Lane	0		2,924.51	22.94	(91.49)	(\$36.43)	\$ 2,819.53	No Check
019	Bakers	0		5,855.97	56.41	(204.62)	(\$20.17)	\$ 5,687.59	No Check
020	Stallings Fire Tax	0		11,209.15	114.73	(400.21)	(\$2.91)	\$ 10,920.76	No Check
021	Unionville	0		7,314.84	69.87	(243.75)	\$11.01	\$ 7,151.97	No Check
022	Wingate	0		3,692.19	37.27	(107.86)	\$3.79	\$ 3,625.39	No Check
023	Hemby Bridge Fire Tax	0		14,832.90	145.76	(543.23)	(\$46.59)	\$ 14,388.84	No Check
024	Allens Crossroads	0		531.40	4.76	(17.03)	\$39.66	\$ 558.79	No Check
025	Jackson	0		808.83	4.09	(28.75)	(\$5.27)	\$ 778.90	No Check
026	Wesley Chapel Fire Tax	0		18,727.55	161.97	(719.77)	(\$70.10)	\$ 18,099.65	No Check
027	Lanes Creek	0		1,165.41	14.30	(37.28)	(\$14.29)	\$ 1,128.14	No Check
028	Waxhaw Fire Tax	0		11,319.93	132.24	(419.34)	(\$100.85)	\$ 10,931.98	No Check
029	Sandy Ridge	0		1,594.51	11.38	(50.76)	(\$33.23)	\$ 1,521.90	No Check
030	Providence	0		63.82	0.04	(2.34)	\$0.00	\$ 61.52	No Check
101	Village of Marvin	1832	VTFNAP2101-1	6,171.48	48.03	(243.14)	(\$4.24)	\$ 5,972.13	
200	City of Monroe	103-7	VTFNAP2101-1	237,295.23	1,573.22	(7,357.65)	(\$3,721.08)	\$ 227,789.72	
222	Monroe Downtown Service	103-7	VTFNAP2101-2	150.50	-	(4.81)	-	\$ 145.69	
300	Town of Wingate	4064	VTFNAP2101-1	10,892.34	62.12	(303.71)	\$34.53	\$ 10,685.28	
400	Town of Marshville	5861	VTFNAP2101-1	10,362.22	67.29	(293.56)	(\$112.60)	\$ 10,023.35	
500	Town of Waxhaw	8268	VTFNAP2101-1	116,224.18	912.05	(4,341.26)	(\$757.21)	\$ 112,037.76	
600	Town of Indian Trail	2924	VTFNAP2101-1	84,208.84	865.37	(3,048.46)	(\$312.02)	\$ 81,713.73	
700	Town of Stallings	4860-2	VTFNAP2101-1	33,206.93	317.13	(1,206.60)	(\$81.40)	\$ 32,236.06	
800	Town of Weddington	7518	VTFNAP2101-1	9,556.27	87.20	(351.62)	(\$8.89)	\$ 9,282.96	
900	Village of Lake Park	1833	VTFNAP2101-1	5,659.54	68.79	(210.24)	(\$60.16)	\$ 5,457.93	
930	Town of Fairview	19458	VTFNAP2101-1	1,105.50	6.76	(40.29)	(\$2.28)	\$ 1,069.69	
970	Village of Wesley Chapel	9262	VTFNAP2101-1	1,525.06	10.87	(57.00)	(12.32)	\$ 1,466.61	
980	Town of Unionville	11530	VTFNAP2101-1	1,733.34	16.48	(58.63)	(\$3.13)	\$ 1,688.06	
990	Town of Mineral Springs	10870	VTFNAP2101-1	685.63	5.00	(24.06)	\$1.51	\$ 668.08	
999	Schools	0		16,113.03	2,141.42	(609.32)	(\$569.76)	\$ 17,075.37	No Check
Total				\$ 2,267,454.51	\$ 21,012.68	\$ (79,512.87)	(\$14,297.09)	\$ 2,194,657.23	
								\$ 500,237.05	AP Total

Invoice Date	Invoice Number	Description	Invoice Amount
05/31/2022	VTFNAP2205-1	CASH RECEIVED MAY 2022 & REFUN	\$668.08

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00076039	07/01/2022	668.08



County of Union
 500 North Main Street
 Monroe, North Carolina 28112

Vendor Number Check Date Check Number
 10870 07/01/2022 00076039

"This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act."

\$668.08

Pay Six Hundred Sixty Eight Dollars and 08 cents *****

To The TOWN OF MINERAL SPRINGS
 Order Of PO BOX 600
 MINERAL SPRINGS NC 28108

**EFT COPY
 NON-NEGOTIABLE**

AP



County of Union
 500 North Main Street
 Monroe, North Carolina 28112

10870
 00076039

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

Agenda Item

9/8/2022



August 19, 2022

TAX CHARGE FOR FISCAL YEAR 2022-2023

TO: Vann Harrell, Tax Administrator for the County of Union

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2022 tax records as filed in the Office of Tax Administrator, and in the tax receipts delivered to the Tax Administrator’s Office in August 2022, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be first lien on all real property of the respective taxpayers in the Town of Mineral Springs. You are further authorized, empowered, and commanded to collect the 2022 taxes charged and assessed as provided for by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law.

This Order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property and attach wages and/or other funds of such taxpayers, for and on account thereof, in accordance with the law.

The Tax Charge will be adjusted monthly according to releases, discoveries, and motor vehicle billings.

	Tax Charge	
General Tax		\$78,663.61
Late List Penalties		\$43.21
Total Tax		\$78,706.82

Witness my hand and official seal this _____ day of _____, 2022

Mayor, Town of Mineral Springs

Vann Harrell, Tax Administrator

Attest:

Clerk, Town of Mineral Springs

Tax Administration
500 North Main St. Suite 236
Monroe, NC 28112
T 704.283.3746



**UNION
COUNTY**
north carolina

2022 Town of Mineral Springs Property Tax Settlement Report

July 18, 2022
Tax Administration



SETTLEMENT REPORT

July 18, 2022

Mayor and Council Members:

In compliance with N.C.G.S 105(a)(3), attached hereto is a report entitled "Settlement for Current Real Estate and Personal Property Taxes for Fiscal Year 2021-2022" dated July 18, 2022, setting forth my full settlement for all real and personal property taxes in my hands for collection for the fiscal year 2021-2022.

In compliance with the N.C.G.S. 105-373(a)(4)(b), attached hereto is a report entitled "Fiscal Year 2021-2022 Settlement for Delinquent Real and Personal Property Taxes for Tax Year 2012-2020" dated July 18, 2022, setting forth my full settlement for all delinquent real and personal property taxes collected during the fiscal year 2021-2022.

Any delinquent accounts will remain in the hands of the Collector for further collection activities pursuant to the North Carolina General Statutes.

Further, I hereby certify that I have made diligent efforts on behalf of the Town of Mineral Springs to collect the taxes owed by the delinquent taxpayers in such a manner that is reasonably necessary as prescribed and allowed by law.

Sincerely,

A handwritten signature in black ink that reads 'Vann Harrell'.

Vann Harrell
Tax Administrator

Tax Administration
500 N. Main St. Suite 119
Monroe, NC 28112
T 704.283.3848

unioncountync.gov



SETTLEMENT FOR 2021 AD VALOREM TAXES

Charges to Collector

The total amount of taxes, fire fees, and late list penalties included in charge for the current year	\$	94,612.55
Adjustment to Charge	\$	315.08
All interests costs and fees collected by the collector:	\$	127.73
TOTAL	\$	95,055.36

Credits to Collector

All Sums Deposited by Collector	\$	79,955.23
Releases Allowed by governing body	\$	14,899.94
Principal amount of outstanding real and personal property taxes.	\$	200.19
TOTAL	\$	95,055.36



SETTLEMENT FOR 2012 - 2020 AD VALOREM TAXES

Charges to Collector

The total amount of taxes, fire fees, and late list penalties included in charge for the current year	\$	1,107.53
All interests costs and fees collected by the collector:	\$	88.17
TOTAL	\$	1,195.70

Credits to Collector

All Sums Deposited by Collector	\$	644.99
Releases Allowed by governing body	\$	0.28
Principal amount of outstanding real and personal property taxes.	\$	550.43
TOTAL	\$	1,195.70

BREAKDOWN OF PRIOR YEAR SETTLEMENT

Tax Year	Beginning Balance	Levy Added	Total Balance	Collections	Abatements	Total Outstanding
2020	\$ 329.49	\$ 77.60	\$ 407.09	\$ 264.95	\$ 0.28	\$ 141.86
2019	\$ 208.83	\$ 77.60	\$ 286.43	\$ 150.41	-	\$ 136.02
2018	\$ 74.53	\$ 77.60	\$ 152.13	\$ 89.62	-	\$ 62.51
2017	\$ 69.07	\$ 41.24	\$ 110.31	\$ 44.27	-	\$ 66.04
2016	\$ 66.04		\$ 66.04			\$ 66.04
2015	\$ 30.13	-	\$ 30.13	\$ 7.57	-	\$ 22.56
2014	\$ 25.43		\$ 25.43			\$ 25.43
2013	\$ 20.53		\$ 20.53			\$ 20.53
2012	\$ 9.44		\$ 9.44			\$ 9.44
Totals	\$ 833.49	\$ 274.04	\$1,107.53	\$ 556.82	\$ 0.28	\$ 550.43



Town of Mineral Springs
Town Clerk / Zoning Administrator
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www.mineralspringsnc.com

MEMO

To: Town Council
From: Vicky Brooks
Date: September 1, 2022
Re: Agenda Item 5 – Consideration of Authorizing an Agreement with a Social Media Records Retention Organization

The town does have a Facebook page to get more community involvement by letting people know what is going on in the town. Currently, posts on our page pertain to town meetings and events. If a comment is made or a question is asked, I will ask that they send an email directly to my email address for records retention purposes.

I believe we could become more involved with our Facebook page; however, I am reluctant to do so, because there is no way to retain the records. Archive Social has the ability to retain records on social media sites for the town.

To maintain our records retention requirements, I do recommend the town council authorize an agreement with Archive Social.

Should the council feel the town does not benefit from having a Facebook page to push out town information, council could request that the Facebook page be taken down; therefore, we would not have a need to obtain Archive Social for records retention.



OVERVIEW

Protecting Our Agency with Social Media Archiving

Why do we need to archive?

“With the public records law in Massachusetts, it is critical to capture all of the records produced by social media. You are protecting your community, your employees and complying with the law.”



NICHOL FIGUEIREDO
*Public Information Records
Access Officer & Webmaster
Framingham, MA*

- ▶ Our social media is creating public records.



Open records laws maintain that we need to be able to produce social media records—**both from our own content, and from content our constituents create**—in response to records requests.



Social media is a mission-critical part of our communication strategy, and our constituents are creating, editing, and deleting records on a daily basis.

- ▶ If we do not preserve our social media records, **we are potentially out of compliance with state records regulations.**
- ▶ Beyond public records responsibilities, we will increasingly need to produce records for a variety of other types of requests.



Requests from internal stakeholders



E-discovery requests

North Carolina Social Media Records Guidance



NORTH CAROLINA PUBLIC RECORDS LAW

- “Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data processing records, artifacts, or other documentary material, **regardless of physical form or characteristics**, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions.

GUIDANCE FROM THE GOVERNOR

- Like e-mail, communication via agency-related social networking Web sites **is a public record**. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, **including citizens**, will become part of the public record.

Link to **Best Practices for State Agency Social Media Usage in North Carolina**:

<https://archives.ncdcr.gov/documents/best-practices-state-agency-social-media-usage-north-carolina>

Why do we need an archiving solution – is there another way to do this?

“Facebook has no records management capability.”



**JERRY
LUCENTE-KIRKPATRICK**
Formerly State Records
Analyst
State of Arizona

Other methods don't capture the content we need.

- ▶ We cannot rely on the social networks to archive for us.



The social networks do not provide user comments or revisions to content (edited, deleted, and hidden content) in their download features



The social networks are not bound to public records laws, and have no legal obligation to retain records

- ▶ We cannot rely on “manual” archiving, or screenshots



Screenshots are only a snapshot in time, do not capture deleted or revised content, and are not searchable



Screenshots have no metadata attached to them, and are not effective in court

- ▶ We cannot just make our social media “one-way”



There's no way to consistently block users from generating content on our social media pages



For example, on Facebook, we cannot disable users' ability to comment on our posts

How much does it cost, and what is involved with implementation?

"I can't even begin to explain how much simpler and easier ArchiveSocial has made things. It's not something I even have to think about now."



SGT. CHRISTOPHER
FULCHER
Chief Technology Officer
Vineland, NJ Police
Department

- ▶ Pricing is fully transparent and designed to fit into discretionary budgets.



90% of agencies are priced under \$5000 per year



The pricing is based on average monthly record counts

- ▶ Most agencies fully connect in 20 minutes.



The system is cloud-based, and all it requires is connecting our social media accounts



No IT resources are required

- ▶ ArchiveSocial never has access to our social network passwords, and can only "read" our content.

Why should we do this now?

"If you don't have something like ArchiveSocial for your social media, you're playing Russian roulette with your daily public records responsibilities — and that's not a good idea. "



REBECCA MEDINA
STEWART
Director of Public Affairs and
Marketing
City of Deerfield Beach, FL

- ▶ It gives us confidence that we are in compliance with state records laws, and can easily respond to records requests.
- ▶ Without it, we are losing records daily, through deleted and edited content.
- ▶ As engagement on our social media increases, it gives us insurance in case of unexpected events.



It gives us confidence to moderate content in accordance with our social media policy, confident that we have the records to defend ourselves



It gives us the ability to conduct reviews, if needed for internal stakeholders or external parties

Case Study

Duck, NC

No Town Too Small

Case Study: ArchiveSocial



No Request Too Big, No Town Too Small:

How Duck, N.C. used social media archiving to respond to a public records request

The small town of Duck—the newest town in North Carolina’s picturesque Outer Banks—could conceivably be called a one-road town.

“There’s one way in and one way out,” says Denise Walsh, the town’s Public Information Officer. But Duck isn’t a place that will let its business (which happens to be less than three square miles) dictate the size of its community. Despite its small size, Duck’s year-round population of less than 400 full-time residents swells to over 20,000 in the summer months.

With such a fluctuation in population, social media has become a key factor in Denise’s strategy for engaging all the town’s residents.

“Our social media’s very active,” she says, emphasizing that she keeps Duck’s social media feeds fresh by promoting local events, sharing community photos, and, during storm seasons, providing regular weather updates.

As the PIO responsible for stewardship of the town’s social media records, it’s vital for Denise to be in compliance with North Carolina’s state records regulations.

“You want to be responsible,” she says. “It’s crucial to have access to the town’s social media history and all the town’s records, to make sure you have all the information and that you’re able to use it.”

The Anatomy of a Social Media Public Records Request

Where: Duck, N.C.

Population: 400

Records Requester: The Southern Environmental Law Center

What They Requested: All records, comments, and feedback related to the proposed Mid-Currituck Bridge

The Results: With ArchiveSocial, PIO Denise Walsh was able to search for specific keywords related to the bridge and export all social media posts and comments in a PDF document in minutes.

- ▶ The Town posted on social media about a bridge that was being built in the community.
- ▶ An environmental watchdog agency issued a public records request for all posts mentioning the bridge.
- ▶ The agency used ArchiveSocial to quickly respond to the request.
- ▶ Denise, PIO, said that she could not imagine trying to respond manually, without ArchiveSocial.

Even small towns' social media use can invite public records requests.

Why ArchiveSocial?

"ArchiveSocial's functionality, ease-of-use, compliance, and reporting features are better than their competitors. I was impressed by how simple it was to add accounts and to pull up records. Brilliant!"



DAVID BRAUHN
Communications Manager
City of Walla Walla, WA

- ▶ The industry leader- working with more than 7000 agencies nationwide.



From small towns to the largest cities, including NYC, Chicago, and San Francisco



Currently working with more than 200 agencies throughout North Carolina, including Waxhaw, Union County, Weddington, Marvin, Stallings, as well as similarly small agencies such as Franklinville, Claremont, and Mars Hill

- ▶ It gives us the highest level of compliance.



ArchiveSocial preserves more content than any other solution



Search and replay features that enable us to easily respond to records requests

- ▶ They are in the top 1% of customer satisfaction scores for software companies, with a US-based customer support team ready to assist us.



No Request Too Big, No Town Too Small:

How Duck, N.C. used social media archiving to respond to a public records request

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As the PIO responsible for stewardship of the town’s social media records, it’s vital for Denise to be in compliance with North Carolina’s state records regulations.

“You want to be responsible,” she says, “It’s crucial to have access to the town’s social media history and all the town’s records, to make sure you have all the information and that you’re able to use it.”

Because Denise knows her town's social media content is public record, and that all of her records need to be available in the event of a public records request, she encouraged the town to sign on with ArchiveSocial, whose platform allows Duck to capture and archive records of its social media activity in near real-time.



Denise Walsh, Public Information Officer, Duck, NC

Responding to a Public Records Request from the Southern Environmental Law Center

In the fall of 2017, Duck got the chance to put its social media record keeping strategy to the test.

The situation was this: The Southern Environmental Law Center (SELC) was looking to gather public records relating to a proposed bridge (called the Mid-Currituck Bridge) that had been controversial county-wide.

When the SELC issued Duck a public records request for all records related to the bridge, Denise and her team were easily able to produce them.

"The SELC was looking for any kind of discussion, comment, or feedback that had ever been discussed with regards to the plans for the Mid-Currituck Bridge," Denise said. It was a request that, without a social media archive, could have been difficult (if not impossible) for her to fill.

With ArchiveSocial, however, Denise was able to fulfill the SELC's request within a matter of minutes. "I did a quick search in ArchiveSocial of different potential keywords and got a lot of information that

was very easy to export and share," she said.

"The SELC was looking for any kind of discussion, comment, or feedback that had ever been discussed with regards to the plans for the Mid-Currituck Bridge. I did a quick search in ArchiveSocial of different potential keywords and got a lot of information that was very easy to export and share."

With just a few clicks, Denise was able to put together a complete record of social media posts and comments relating to the Mid-Currituck Bridge from all of Duck's social media platforms.

The entire process took less than an hour, and—for a small town with a small staff—such quick and easy access was a big deal.

"We do so much on social media that to try to hand search for anything over the last five years would have been a chore," says Denise. "I'm grateful to have ArchiveSocial—it gives me complete peace of mind."

ArchiveSocial's effortless functionality made it easy for the town of Duck to capture, search for, and reconstruct its social media posts—and, by retrieving the historical records available on Duck's social media platforms, Denise was able to build an in-depth record of its social media engagement in response to a critical public records request.

"We do so much on social media that to try to hand search for anything over the last five years would have been a chore. I'm grateful to have ArchiveSocial—it gives me complete peace of mind."

The Anatomy of a Social Media Public Records Request

Where: Duck, N.C.

Population: 400

Records Requester: The Southern Environmental Law Center

What They Requested: All records, comments, and feedback related to the proposed Mid-Currituck Bridge

The Results: With ArchiveSocial, PIO Denise Walsh was able to search for specific keywords related to the bridge and export all social media posts and comments in a PDF document in minutes.

Sample an archive of your own social media at archivesocial.com

Sponsored by:  ArchiveSocial



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MEMO

To: Town Council
From: Vicky Brooks
Date: September 1, 2022
Re: Agenda Item 6 – Consideration of Approving the October 2021 General Records Schedule for Local Government Agencies

In October of 2021, the North Carolina Department of Natural and Cultural Resources - Division of Archives and Records made some amendments to the General Records Schedule: Local Government Agencies.

Deputy Town Clerk Norman compared the March 2019 schedule, which was adopted by the Mineral Springs Town Council, with the October 2021 version and prepared the attached report showing all of the amendments that were made.

Town Council should consider approving the October 1, 2021 version of the General Records Schedule: Local Government Agencies.

There is another section of the schedule that will need to be revised in the near future.

Should council wish to view the entire schedule, please let me know and I will forward it to you via email or you can come by and view the hard copy at town hall.

2019 to 2021: Changes to the Records Retention and Disposition Schedule

by Maurice J. Norman, Deputy Town Clerk

Last updated: August 9, 2022

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Notes & Symbols on this Document

1. This working document can and should be updated.
2. A forward slash “ / ” indicates a paragraph break.

Changes (2019 – 2021) to the Title Page

The title of the document changed from

“GENERAL RECORDS SCHEDULE / FOR LOCAL GOVERNMENT / AGENCIES”

to

“GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES”

Change (2019 – 2021) to the Contents Page

“**Managing Public Records in North Carolina,**” “**Audits, Litigation, and Other Official Actions,**” and “**Transitory Records,**” have all been moved to the Appendix.

“**Standard 4: Information Technology Records**” has been changed to “**Standard 4: Human Resources Records.**”

“**Standard 5: Legal Records**” has been changed to “**Standard 5: Information Technology Records.**”

“**Standard 6: Personnel Records**” has been changed to “**Standard 6: Legal Records.**”

“**Microfilm**” has been removed from the Appendix.

“**Related Records Series in Program Schedules**” has been added the Appendix.

Changes (2019 – 2021) to the Approval Page

The approval is 3 pages longer and now includes: **Destructions, Audits and Litigation Actions, Electronic Records, Reference Copies, Record Copy, and Transitory Records.**

Miscellaneous

“Legend for Records Schedule” has been added to the 2021 edition.

Changes (2019 – 2021) to Standard 1: Administration and Management Records

1.02 “Accreditation Records” has additional information in the Record Series Title:
“Also includes evaluations of the agency by outside entities.”

1.03 “Administrative Directives, Regulations, and Rules” has additional information in the Record Series Title: “Records documenting requirements or directives promulgated by the agency for the conduct o a business or activity on agency premises or under agency authority.”

and reduced Disposition Instructions:
“Destroy in office when superseded or obsolete.”

1.04 “Agenda and Meeting Packets” has been moved to **1.47**.

1.05 “Applications for Appointment” has been moved to **1.48**.

1.06 “Appointment Reports” has been moved to **1.49**.

1.07 “Audio and Video Recordings of Meetings” has been moved to **1.50**.

1.08 “Audits: Performance” has been moved to **1.04** with additional Disposition Instructions:
“Destroy in office PCI attestation reports after 3 years.”

1.17 “Citizen Comments, Complaints, Petitions, and Service Requests” moved to **1.14** and renamed “Constituent Comments, Complaints, Petitions, and Service Requests”

1.18 “Citizen Rebate Program Records” has been removed.

1.19 “Citizen Surveys” has been changed to “Constituent Surveys”

1.20 “Collected Data” has been moved to **1.13**.

1.21 “Comprehensive Plan” has been removed.

1.22 “Correspondence and Memoranda” has additional information in the Record Series Title:
“SEE ALSO: “Public Bodies: Correspondence (below) and Legal Correspondence (STANDARD 6: LEGAL RECORDS).”

1.27 “Facility Maintenance, Repair, and Inspection Records” has additional information in the Records Series Title and Disposition Instructions:

“including warranties on said repairs. Also includes any real property owned by the agency. SEE ALSO: Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS), Property Management Records (below).”

1.29 “Governing and Advisory Body Member Files” has been removed.

1.31 “Grants” has edited Disposition Instructions:

“c.) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed.”

1.38 “Logistics Materials” has edited Disposition Instructions:

“Destroy in office when superseded or obsolete.”

1.39 “Mail: Undeliverable/Returned” has edited Disposition Instructions:

“Destroy in office after 30 days. *Retention Note: If notification is necessary for a particular process, reference the relevant case file for disposition instructions (e.g., tax notifications).*”

1.42 “Minutes of Public Bodies” has been moved to **1.54**.

1.43 “Minutes (Staff Meetings)” has been removed.

1.45 “Notices of Public Meetings” has been removed.

1.46 “Office Security Records” has been changed to “Office and Property Security Records” with additional information in the Records Series Title:

“Records concerning the security of agency offices, facilities, vehicles, equipment, property, and personnel. Includes visitors’ register; security, employee, or contractor access to facilities, or resources; and surveillance system reports and recordings.”

and Disposition Instructions:

“a) Destroy in office 1 year after expiration of license/permit.”

1.47 “Ordinances” has an edited Record Series Title:

“See the **SECURITY PRESERVATION COPIES OF RECORDS** section on page A-15 for instructions on imaging.”

1.48 “Pest Control” has an edited Record Series Title:

“SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).”

1.49 “Policies and Procedures” has an edited Record Series Title:

“SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS), Electronic Records Policies and Procedures (STANDARD 5: INFORMATION TECHNOLOGY RECORDS.)”

1.54 “Property Management Records” has been moved to **1.46** and has an edited Record Series Title:

“SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).”

1.58 “Reports and Studies” has been moved to **1.59** with additions to the Records Series Title: “SEE ALSO: Accident/Incident Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Audits: Financial (STANDARD: BUDGET, FISCAL AND PAYROLL RECORDS), Audits: Performance (above), Budget Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Financial Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Grants (above), Lost, Stolen, or Damaged Property Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Projects (above), Public Bodies: Appointment Reports (above), Strategic Plan (below), and Unemployment Compensation Reports (STANDARD 4: HUMAN RESOURCES RECORDS.)

1.60 “Requests for Information” has been moved to **1.61** with additional information in the Records Series Title.

1.62 “Surplus Property” has been moved to **1.65**

1.63 “Tracking Materials” has been moved to **1.66**

1.64 “Travel Requests” has been moved to **1.67**

1.66 “Work Orders” has been moved to **1.69** with “a)” and “b)” switched in the Disposition Instructions.

Changes (2019 – 2021) to Standard 2: Budget, Fiscal, and Payroll Records

2.01 “Accounts Payable” has additional information in the Disposition Instructions:

“a) Destroy in office 5 years after payment documentation of reimbursement for business expenses to employees. b) Destroy in office all remaining records 3 years after payment. *”

2.02 “Accounts Receivable” has an edited Record Series Title:

Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment of refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.”

2.11 “Bond Closing Records” edited to “Destroy in office 6 years after final maturity.*”

2.23 “Escheats and Unclaimed Property” with edits to the Records Series Title:

“For more information, see the State Treasurer’s memo, “Annual Reporting of Unclaimed Property.”

2.31 “Longevity Pay” with an edited Disposition Instructions:

“Destroy in office after 5 years.”

2.34 “Payroll Deduction Records” has additional information in the Records Series Title:

“SEE ALSO: Payroll and Earning Records (above), Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS).

2.40 “Shift Premium Pay” has edits in the Dispositions Instructions:

“Destroy in office after 5 years.*”

2.44 “Time Sheets, Cards, and Attendance Records” has edits in the Dispositions Instructions:

“Destroy in office after 5 years.*”

2.45 “Travel Reimbursements” has edits in the Disposition Instructions:

“Destroy in office after 5 years.”

Changes (2019 – 2021) to Standard 3:

Geographic Information System (GIS) Records

3.15 “Maps: All Other” has edits in the Records Series Title:

“Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc. Also includes paper maps.”

and Disposition Instructions:

“b) Destroy in office remaining items when reference value ends. *Retention note: Contact the State Archives of North Carolina before destroying any tax maps, watershed maps, or zoning maps.*”

Changes (2019 – 2021) to Standard 4: Information Technology Records

Title: “Standard 4: Information Technology Records” has been renamed
“Standard 5: Information Technology Records.”

4.05 (5.05) “Data Warehouses” has additional information in the Record Series Title:
“SEE ALSO: Collected Data (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).”

Changes (2019 – 2021) to Standard 5: Legal Records

Title: “Standard 5: Legal Records” has been renamed “Standard 6: Legal Records.”

5.02 (6.02) “Annexation Records” has an edited Disposition Instructions:

“a) Destroy in office withdrawn petitions after 1 year. / b) Retain remaining records in office permanently.”

5.04 (6.04) “Civil Rights Case Records” has an edited Disposition Instructions:

“a) Destroy in office requests for reasonable accommodation 2 years after they become obsolete. / b) Destroy in office discrimination complaints 1 year after final disposition of charge or the action.*”

5.13 “Land Ownership Records” has been moved to **6.15**.

5.14 “Legal Correspondence” has been moved to **6.16**.

5.15 “Legal Opinions” has been moved to **6.17**.

5.16 “Legal Review Records” has been moved to **6.18**.

5.17 “Litigation Case Records” has been moved to **6.19**.

5.18 “Oaths of Office” has been moved to **6.20**.

5.19 “Permissions” has been moved to **6.21**.

5.20 “Pre-Trial Release Program Records” has been moved to **6.22**.

5.21 “Reasonable Accommodations” has been removed.

5.22 “Release Forms” has been moved to **6.23**.

5.23 “Vehicle Titles” has been moved to **6.25**.

Changes (2019 – 2021) to Standard 6: Personnel Records

Title: “Standard 6: Personnel Records” has been renamed “Standard 4: Human Resource Records.”

6.1 (4.01) “Abolished Positions” has additional information in the Record Series Title:
“Records concerning positions that have been abolished.”

6.2 (4.02) “Administrative Investigations” has been additional information in the Disposition Instructions:

“b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated.”

6.09 “Certification and Qualification Records” has been removed.

6.14 (4.13) “Educational Leave and Reimbursement” has an edited Disposition Instructions:

“b) Destroy in office records concerning denied requests 6 months after denial.* / c) Destroy in office records concerning approved tuition reimbursement 3 years after reimbursements.”

6.21 (4.20) “Hazardous materials Training Records” has an edited Record Series Title:

“Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. May also include documentations of loans of radioactive materials for the purpose of training exercises.”

6.24 (4.23) “Leave Records” has an edited Disposition Instructions:

“a) Destroy in office approved requests 3 years after return or separations of employee.* / b) Destroy in office denied requests after 6 months.”

6.25 (4.24) “Medical Records” has an edited Record Series Title:

“Records for employees, contractors, and volunteers concerning asbestos, toxic substances, and bloodborne pathogen exposure; physical examinations required by the employer in connection with any personnel action, including health or physical examination reports, or certificates created in accordance with the American with Disabilities Act (ADA); and records of injury or illness. (Does not include worker’s compensation or health insurance claim records.)”

6.31 (4.30) “Policies and Procedures (Personnel)” has additions to the Records Series Title:

“Official internal agency personnel policies and procedure. Also includes agreements and authorizations required of employees, orientation materials, and information data. / SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), and Workers’ Compensation Program Administration Program (below).”

6.37 (4.36) “Retirement Records” has an edited Records Series Title:

“Includes descriptive information about retirement systems along with plans and related records outlining the terms of employee pension and other deferred compensation plans, including 401(k). / SEE

ALSO: Payroll and Earning records; Payroll Deduction records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).”

and Disposition Instructions:

“a) Destroy in office descriptive information about retirement plans 1 year after plan is terminated. / b) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.* / c) Transfer Local Governmental Employees’ Retirement System (LGERS) forms to Department of State Treasurer. / d) Transfer applicable records to Personnel Records (Official Copy) (above).”

6.42 (4.41) “Training and Educational Records” has an edited Records Series Title:

“Records concerning the delivery of training to agency personnel. Includes training manuals, syllabi and course outlines, and other related records. Also includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees.”

and Disposition Instructions:

“b) Destroy in office certifications and other qualifications 5 years after expiration or employee separation. / c) Destroy in office general training materials when superseded or obsolete. / d) Destroy in office remaining employee-specific records after 1 year.”

6.43 (4.42) “Unemployment Compensation Claims” has an edited Disposition Instructions:

“Destroy in office after 5 years.*”

6.44 (4.43) “Unemployment Compensation Reports” has an edited Disposition Instructions:

“Destroy in office after 5 years.*”

Changes (2019 – 2021) to Standard 8: Risk Management Records

8.02 “Asbestos Management Plan” has been removed.

8.05 “Disaster Recovery” has an edited Records Series Title:

“Administrative records documenting and recovery efforts for emergencies of a short duration as well as disasters inflicting widespread destruction and having long-term consequences for the agency. Includes documents coordinating activities with federal, state, and local emergency management, incident reports, inventories, and disaster relief allocations.”

and Disposition Instructions:

“a) Retain in office permanently records documenting major agency disaster recovery efforts and records evaluating emergency response and efficacy. / b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations.”

8.07 “Employee Security Records” has an edited Record Series Title:

“SEE ALSO: Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).”

8.08 “Fire, Health, and Safety Records” has additions to the Disposition Instructions:

“a) Destroy in office inspection reports after 7 years. / b) Destroy in office safety audits after 3 years. / c) Destroy in office remaining records when superseded or obsolete.”

8.10 (8.11) “Hazardous Materials Management” has additional information in the Records Series Title:

“Records documenting agency efforts to prevent and mitigate exposure to hazardous materials. Includes risk assessments, management plans, and abatement/removal records.”

and Disposition Instructions:

“a) Retain in office permanently records documenting hazardous waste disposal sites on agency property and documenting the use of pathogens and biological toxins (select agents) at the agency. / b) Destroy in office asbestos records 1 year after building is demolished. (*Note: If building is sold, transfer records to new owner.*) / c. Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials. / d. Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans. / e. Destroy in office records documenting environmental and hazardous waste remediation projects 5 years after projects completion. / f. Destroy in office remaining records after 30 years.”



Elizabeth R. Gibson

John Foster Chapter

North Carolina Society Daughters of the American Revolution

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August 15, 2022

Town of Mineral Springs
Mayor Rick Becker
PO Box 600
Mineral Springs, NC 28108

Dear Mayor Becker,

Once again the John Foster Chapter Daughters of the American Revolution in Monroe is working to promote patriotism in our community. The week of September 17-23 is designated as Constitution Week by Public Law 915 which was signed by President Dwight D. Eisenhower on August 2, 1956. Every year we want to remind our citizens of this anniversary of the signing of the Constitution of the United States of America. I have included with this letter an attachment of a sample proclamation that I hope you will complete, sign, and impress with the Seal of the Town of Mineral Springs. After the proclamation has been signed, we encourage you to display it in your town hall, put it on your website or add just a simple statement that says "Celebrate Constitution Week Sept. 17-23" to your home page or any other social media you might use.

I have again included with this proclamation a short history of Constitution Week for you to read.

The John Foster Chapter appreciates the cooperation of Mineral Springs as we work every year to remind the public of the importance of this document. We have enjoyed working with you.

Sincerely,

Elizabeth R. Gibson
John Foster Chapter NCS DAR
Chairman Constitution Week
Monroe, NC

HISTORY OF CONSTITUTION WEEK 2022

In 2022, we recognize the 67th anniversary of Constitution Week. Miss Gertrude S. Carraway, while President General of the National Society Daughters of the American Revolution, was responsible for the annual designation of September 17-23 as Constitution Week. During her term in office the DAR made its own resolution for Constitution Week which was adopted April 21, 1955.

Members of the United States Congress received the DAR resolution and on June 7, 1955, the resolution was discussed in the Senate. The first resolution to observe Constitution Week was made June 14, 1955, by Senator William F. Knowland of California. Following passage of the resolution by both Houses of Congress, President Eisenhower issued his proclamation on August 19, 1955.

The first observance of Constitution Week was so successful that on January 5, 1956, Senator Knowland introduced a Senate Joint Resolution to have the President designate September 17-23 annually as Constitution Week. The resolution was adopted on July 23, 1956, and signed into Public law 915 on August 2, 1956.

For his patriotic aid and interest, Senator Knowland received an Award of Commendation from the NSDAR Continental Congress in April of 1956.

North Carolina has a special interest in the story of how Constitution Week came to be signed into law because Miss Gertrude S. Carraway was the only North Carolinian to be elected to the position of President General of the National Society Daughters of the American Revolution. She served from 1953-1956. She was a lifelong resident of New Bern, North Carolina.

Town of Mineral Springs

Proclamation

Constitution Week

September 17th - 23rd, 2022

Whereas, the Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

Whereas, September 17, 2022, marks the two hundred thirty-fifth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

Now, Therefore, I, Frederick Becker, III, by virtue of the authority vested in me as Mayor of the Town of Mineral Springs in the State of North Carolina do hereby proclaim the week of September 17 through 23, 2022 as

~ Constitution Week ~

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

In Witness Of, I have hereunto set my hand and caused the Seal of the Town of Mineral Springs to be affixed this 8th day of September in the year of our Lord two thousand twenty-two.

Frederick Becker III, Mayor
Town of Mineral Springs

ATTEST:

Vicky A Brooks, CMC, NCCMC