

Town of Winfall

North Carolina

Founded in 1887

Conflict-of-Interest Policy

The Town of Winfall Board of Commissioners has adopted this conflict-of-interest policy.

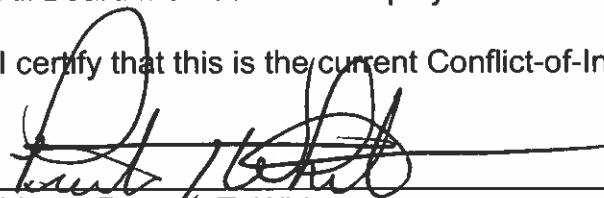
The members of the Board of Commissioners and any management employees of the Town of Winfall shall avoid conflicts of interest and any conduct which may suggest the appearance of impropriety in the disbursement of funds.

If a potential conflict of interest arises, the Board member or management employee must disclose the potential conflict to the Board of Commissioners. Further, the board member or management employee shall not vote on nor participate in the solicitation, negotiation, formation, award, arbitration, modification, or settlement of any contract or grant involving any State funds or any dispute arising under such contract or grant when the board member or management employee stands to benefit, either directly or indirectly, from such contract or grant.

A board member or management employee or their respective spouse ... "is not deemed to benefit directly or indirectly from a contract or grant if he or she receives only the salary or stipend due to him or her in the normal course of employment with or service to the Town of Winfall.

All Board members and employees shall be informed of this policy.

I certify that this is the current Conflict-of-Interest Policy of the Town of Winfall.



Mayor Preston T. White

May 13, 2024
Date

Sworn and subscribed before
me on this the 13 day of
May, 2024



Notary Public

My commission expires: April 27, 2026

Town of Winfall

TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of the Town of Winfall to ensure that no person, shall, on the ground of race, color, national origin, limited English Proficiency, income-level, sex, sexual orientation, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Winfall program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Town of Winfall to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, financial aid, or other program benefit without good cause;
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program;
- Subjecting a person to segregation or separate treatment in any part of a program;
- Restrictions in the enjoyment of any advantages, privileges or other benefits enjoyed by others;
- Methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- Different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities;
- Acts of intimidation or retaliation, including threatening, coercing, or discrimination against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because he/she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing;
- Discrimination in any employment resulting from a program, a primary objective of which is to provide employment.

Town of Winfall

RESOLUTION TO ADOPT A TITLE VI POLICY FOR THE TOWN OF Winfall, N.C. TO PROHIBIT DISCRIMINATION IN PROGRAMS AND SERVICES AND IN ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

WHEREAS, in 1964, Congress enacted the Civil Rights Act of 1964, which included that section labeled Title VI which prohibits discrimination in any activity which is financed by federal funds or receives federal financial assistance; and

WHEREAS, since the adoption of Title VI, additional federal regulations and court decisions have further refined the definition of "federal financial assistance" and what entities are affected and controlled by Title VI; and

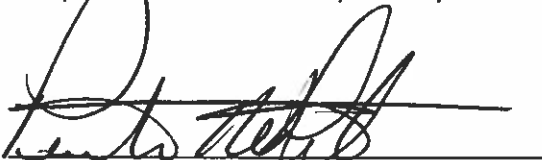
WHEREAS, the Town of Winfall has a formal policy in place for defining and preventing discrimination in the activities and for the entities Title VI affects; and

WHEREAS, the interpretation and application are not intuitive or readily understood, requiring an understanding of what "federal financial assistance" might be in any particular situation and what persons or entities must comply with Title VI; and

NOW, THEREFORE, BE IT RESOLVED by the Winfall Board of Commissioners that the attached "Title VI Policy" is hereby adopted as the official policy of the Town of Winfall for applying, reporting and enforcing Title VI of the Civil Rights Act of 1964.

IT IS FURTHER RESOLVED that the Mayor is authorized to approve this policy on a yearly basis if no changes are made to it.

Adopted this the 13th day of May 2024.



Preston T. White, Mayor

Attest:



Valerie Jackson, Town Clerk



NAME: PUBLIC RECORDS REQUEST
POLICY POL-2024-001

ORIGINAL ADOPTION DATE: 05-13-2024 ATE(S):

PURPOSE AND INTENT: The town desires to be a transparent local government and comply with North Carolina public records law when a person or entity requests public information. This policy addresses how a public records request is received, processed, and provided to the requestor. The intent is to provide uniform policies and procedures pursuant to NCGS Chapter 132 entitled "Public Records" within the areas that are relevant and applicable to Winfall's limited-services, municipal government.

PROCEDURES:

- A. In order to facilitate record-keeping, a public records request shall be made in writing on a Town-provided form and delivered to the Clerk/Office Manager Assistant who will determine if the request is complete.
- B. The Clerk shall acknowledge receipt of the fully completed request and shall create a record of the request and forward it to the appropriate custodian(s) of the requested record for fulfillment. The Clerk/Office Manager Assistant shall also advise the requestor of the approved fee schedule, if applicable.
- C. The custodian(s) shall provide the record to the Clerk/Office Manager Assistant. If the custodian(s) has a concern whether the request complies with NCGS Chapter 132, he or she will advise the Manager who will advise, consult with the Town attorney, or forward the record to the Attorney for review and clarification. Also, any document(s) created by the Attorney will be reviewed by him/her prior to release.
- D. The Clerk/Office Manager Assistant is responsible for providing the written response directly to the requestor. In some situations, the Office Manager or Attorney may provide the response, but the Clerk must be provided with a copy for record-keeping. Potential responses include:
 - 1) providing the entire record.
 - 2) providing a partial record and outlining the reasons for only partially filling the request.
 - 3) providing a cost estimate and payment request if a service charge will be assessed for an extensive request (see "Fees"); or, 4) denying the request.
- E. If a requester chooses to inspect the records in person rather than obtain copies, the Clerk/Office Manager Assistant will notify the requester when the records are available for inspection and any applicable fees will be paid prior to the review.

TOWN OF WINFALL
P O Box 275
Winfall, NC 27985



FEES:

Fees for copies will be assessed as stated in the Town's current Fee Schedule and will be collected prior to release of the requested record. There will be no charge for electronic copies, provided no paper copies are required to produce the electronic version. NCGS S 132-6.2(b) authorizes public agencies to charge a "special service charge" for requests involving extensive use of information technology resources or extensive clerical or supervisory assistance. If the Office Manager deems a request involves a special service charge, a cost estimate will be provided to the requester and payment will be collected prior to further processing the request.

Approved: _____
Mayor: [Signature] Date 5-16-24
Clerk: Valerie Jackson Date 05-16-2024



TOWN OF WINFALL Request for Public Records

Please complete and return to front desk at
main entrance of Town Hall or email to
dparker@townofwinfall.org

For Office Use Only

Date Requested: _____

Time: _____

Request No: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Record(s) Requested/or Nature of your request:

How would you like to receive your request? _____
(If sent by mail, postage will be charged.)

Signature _____

Date of Request _____

Town of Winfall Schedule of Fees

8.5" x 11" and 8.5" x 14" - Black and White	\$.15/Per Copy
8.5" x 11" and 8.5" x 14" - Color	\$.25/Per Copy

Public Records Request will comply with North Carolina G.S. 132.

FOR OFFICE USE ONLY

APPROVED DENIED

EXPLANATION:

Signed: _____

Date: _____