

MILTON NORTH CAROLINA TOWN HALL/TDH

TUESDAY: December 12, 2023---7:00 PM. Minutes

Town Hall Hours: Tuesdays 9:00 am.-5:00 pm.

Thursdays- 4:00 pm.-7:00 pm. Payments Only

CALL TO ORDER:

Mayor Angela Upchurch called meeting to order at 7:00 pm

This meeting is being recorded and I (Mayor Angela Upchurch) would like to remind you for **Public Comments** please call Town Hall at 336-234-0030 by 2:00 p.m. on the Tuesday the day of the Town Meeting and leave your name, address, and your reason for Public Comments.

PLEDGE OF ALLEGIANCE: Mayor Angela Upchurch asked everyone to please stand for the Pledge of Allegiance.

Mayor Angela Upchurch welcomed everyone to the December 12, 2023, Town Meeting.

AUDIT PRESENTATION by Tony Brewer.

- ✚ Explained that small municipalities are different than larger municipalities they are unique.
- ✚ Auditor Tony Brewer presented the approved Audit.
- ✚ Tony thanked the mayor and stated we work for you guys.
- ✚ Any questions or concerns the door is always open.
- ✚ Tony issued an Audit binder to each board member and a guide which shows the comparison between 2022 and 2023 Highlights what I (Tony Brewer) will show.
- ✚ New Part: Performance Indicators that started last year.
- ✚ Page 1 in the binder: Opinions—Explained Accountability received an unqualified or clean opinion. This means that the financial report fairly represents books and records as of June 30, 2023, based on audit procedures.
- ✚ Page 4-12 Management Discussion and Analysis written in layman's terms talks about where the town is, where the town has been and where the town is going.
- ✚ Audit Report is a public document.
- ✚ After **MD&A** comes the Exhibits very technical, certain format, certain layout.
- ✚ After the **Exhibits** comes the **Notes**, detailed narratives, then the Schedules, the schedules are really the details behind the **Exhibits**.
- ✚ Starting on **page 35 General Fund: Tax Collections** was down about **\$1,000.00** Local Options **Sales Tax** was up **\$2400.00**, **Investment Earnings** up about **\$4,500.00**, overall **Total Revenue** was down about **\$25,000.00**. Mainly due to the town receiving a grant from the county in **2022 (ARP)** in the amount of **\$31,000.00**. Comparing the regular Revenues, you get from year to year the 2023's Revenue was about **\$6,000.00** higher. Total Expenditures were down about **\$28,000.00** compared to 2022. Decreases in Expenditures for the year in the General Fund were associated with donations and fire hydrant expenditures of **\$15,000.00 as well as a lack of Capital Outlet Expenditures in 2023. Explained. Bottom line Revenues were greater than Expenses by \$40,000.00 in 2023 compared to \$21, 000.00 in 2022. For the General Fund 2023 was a good year.**
- ✚ The General Fund is the healthiest fund you have.
- ✚ Page 39 Water Sewer Fund: Total Revenue was down by \$4,200.00 over 2022 and Total Expenditures were up about \$6,000.00. Noted decreases went down in Maintenance.

Expenditures were exactly the same all the way down except for the large Repair and Maintenance. (Due to age of the system)

- ✚ Biggest Expenditures: Repairs, Maintenance, and debt payments. (2052)
- ✚ Transfer **\$48,000.00** in 2023 from ARP Fund and **\$15,000.00** in 2022.
- ✚ Compared to the bottom line for both years the Revenues were greater than Expenditures by **\$24,401.00** compared to **\$1281.00** in 2022.
- ✚ **Unassigned Fund Balance is not restricted (spend on whatever you want to)** stands at **297%** of the current years **Expenditures** and the **Collection Rate** stands at **State Average 97.30%**
- ✚ **Small Municipalities the Collection rate is very important.**
- ✚ Reviewed the Guide **LGC** stopped sending letters. Look for Concerns. **Explained Audit about the numbers and an Audit about the Operations.**
- ✚ **Auditor duty is to Explain the Performance Indicators of Concern: Response within 60 days.**
Page 1: Unit results General Fund **100% minimum 230% average** unit your size and Milton is **298.95%** showed Graph-Read Explanations to the right. **Explained three hundred**
- ✚ **Page 2: Water Sewer-Quick Ratio:** Current Assets divided by Current Liability anything below a one is a concern. Milton is at **6.34** **Water and Sewer can pay off its Current Liabilities 6 times before running out of current assets. (Not long-term debt)**
- ✚ **First Indicator:** Operating Income or Loss-Rates do not cover the operating expenses and debt service payments. This needs to be addressed in the response letter. (Explained) Only Indicator in 2023)
- ✚ **General Performance Indicators:** There are no **General Performance Indicators of Concern.**
Begins on page 3 #12. (Reading)
- ✚ **Questions or Concern.**

PRESENT: Mayor Angela Upchurch, Shirley Wilson, Town Clerk, Sharon Williams, Finance Officer, Commissioner Jackie Jeffries, Commissioner Sherri Garrard, Commissioner Steven Lattime, Mayor Pro Tem. Robert Palmer

APPROVALS: Mayor Angela Upchurch called for approval of the **December 12, 2023, Agenda: Mayor Angela Upchurch had a modification to the Agenda under New Business. Grant Project Ordinance to be deleted.** Commissioner Steven Lattime motioned to approve the **Agenda for December 12, 2023.** The motion was second by Commissioner Jackie Jeffries. All were in favor. Mayor Angela Upchurch asked for the approval of the **November 14, 2023, Minutes.** Commissioner Bob Palmer motioned to approve the **November 14, 2023, Minutes,** as they stand. Commissioner Steven Lattime second the motion. All were in favor. Mayor Angela Upchurch asked for the approval of the **November 14, 2023, Closed Meeting.** Commissioner Bob Palmer motioned to approve the **November 14, 2023 Closed Meeting.** Commissioner Steven Lattime seconded the motion. All were in favor.

MAYOR REPORT: Mayor Angela Upchurch

- ✚ Meeting today with the members of North Carolina League of Municipalities with Harold Owen, and Fox Scott gave an overview of how town government should follow proper procedures.

STAFF REPORTS: Sharon Williams Presented the **General Fund through November 2023 First Quarter the Target was 42% for our Revenue and Expenditures 42%. Revenue 24%. and Expenditures 28%**
Water Sewer Fund: Target 34% Revenue 51% Explained and Expenditures Maintenance 75%
Jesse Mullins doing the repair work. Expenses \$20,000.00 Explanation in yellow o printout.
Revenue **\$39,368.00** Expenditures **\$48,069.00**
Bank Reconciliations: General Fund at the end of November 2023 \$29,806.85. and as of last Tuesday October 03, 2023, the amount was **\$26,660.23.** (Outstanding Checks) **Water Sewer at the end of November 2023 the amount was \$24,920.42 and as of last week, the amount was \$20,435.31.** North Carolina Capital Management Trust the (SCIF Fund) **\$51,935.20** The Capital Management Trust Account (does not have interest yet.) Amount in account **\$152,530.53** General Fund and Water Fund Bank Statements: Attached

PUBLIC COMMENTS: Roxanne Palmer, Milton Planning Board

- ✦ **We want to expand the Heritage Trail.**
- ✦ **Map distributed for.**
- ✦ **Dan River Basin Association**
- ✦ **Piedmont Triad Regional Council**
- ✦ **Caswell Tourism Development**
- ✦ **North Carolina Department of Commerce and Rural Development**
- ✦ **Make use of natural Resources (Creek and Dan River**
- ✦ **Phrase II**
- ✦ **Council to okay Phrase II so we can move forward with this project.**
- ✦ **Comments by Commissioner Steven Lattime (talk with church officials.**
- ✦ **Bald Alley**
- ✦ **Increase Tourism**

Commissioner Steven Lattime Motion to approve Phrase II of the and seconded by Commissioner Sherri Garrard.

OLD BUSINESS: Mayor Angela Upchurch

- ✦ Mayor would like for Commissioner approval to add a water/sewer payment button to The Town of Milton NC website. During the website reveal held a Town Hall in November, the web designer stated this could be done, and done in order for the water/sewer customer to pay all bank fees connected with an online payment, and with no cost to the Town. Property owners who live out of town or who prefer the convenience of online payments would benefit from this addition. Town Clerk Shirley Wilson continues to work with the web designer, and we appreciate her efforts.
- ✦ Motioned by Commissioner Bob Palmer to implement a water/sewer payment button to The Town of Milton NC website. Seconded by Commissioner Steven Lattime. All in Favor.

UPDATE: NC Department of Commerce representatives, under prior approval from Town Hall to work in Milton, are writing an economic mission/vision statement for the Town of Milton, the tenets of which were gained from a community input meeting in October. When complete, this statement will be submitted to the Commissioners for approval for adoption.

UPDATE: Mayor Angela Upchurch has been in contact with **Deputy Director of State Historic Sites Charles LeCount**. The State will be slowly moving toward their plans with the Thomas Day House, which will necessitate Town Hall to be relocated. For Town Hall operations, two offices are necessary, in order for privacy during any meeting with a resident/property owner during office hours of the Finance Officer or Town Clerk. The Town Hall must have adequate space to conduct Town Hall meetings, which must be ADA accessible. The Deputy Director had indicated an offer to assist with finding adequate space, offering the detached Milton State Bank kitchen as Town Hall space. This may be made suitable for office space, however, will not be suitable for Town Hall meetings. Director and Deputy Director had communicated to Milton Renaissance Foundation, which occupies the Bank building as a museum space, with which I personally work, that they would like the museum to remain during the interim process of renovations of the Thomas Day House, however no lease terms have been provided as of yet to be proved suitable. This building, as is, is not ADA compliant as far as access and a bathroom facility and could not host Town Hall meetings as-is. There has been discussion of using the detached kitchen as office space, if suitable to Commissioners, and using the former Episcopal Church at the stoplight as meeting space. This building does have a handicap ramp, and an ADA accessible bathroom. Charles LeCount is scheduled for a visit to Milton on Wednesday, December 13, 2023, to pick up keys for the buildings acquired. The State has also agreed to reimburse bills paid on behalf of TDH from the date of the June acquisition. Charles LeCount indicated the process of work on the historic site would begin in the new year. In our latest conversation on Monday of this week, he firmly communicated the transition could take 12-18 months. The state has hired an architect and must go through a proposal process to meet the state code requirements for both sites, then the project would accept bids on doing the work. At present, this is the situation. All options would need Commissioner approval. Mayor suggests Commissioners view these properties in light of their possible use as Town Hall operation locations as soon as schedules allow. **Mayor Angela Upchurch will keep everyone informed as this project unfolds.**

DISCUSSION: Commissioner Bob Palmer will begin discussion on the continuation of extensive coverage and past concerns. We added the number 8 (read the insertion to all) **Explained** has been tabled for 3 months. Commissioner Bob Palmer made a motion that **Section 8** of this One-time leak relief policy will be implemented to nullify this full amount. Commissioner Steven Lattime seconded. All were in favor.

- ✚ **Town Clerk Shirley Wilson: New Milton Website: Met with Leniece, today and she gave me a list of pictures that are needed. We need a picture of the trail. Minutes and agendas will be updated, we will try to update ASAP. We added the New Mayor and Commissioners names and I need to know if you want your telephone numbers on the site. We need pictures for an insert in the Caswell Messenger for the newly elected commissioners.**

NEW BUSINESS: Mayor Angela Upchurch

Mayor would like Commissioner approval to investigate and implement using .gov email addresses for the Town as well as a website platform. This should be at no cost, but applications are on hold until the new year. Should any costs be shown to occur, implementation would not be sought at this time. Application requests should be made in January. Mayor would like for Commissioners to consider Town Hall having a “No Comment” Facebook page. There is a Town of Milton page in existence, but the administrator is not identified. There is a photo of the Mehaffey House as a profile picture. This page would be used to quickly make announcements, such as Town Hall closed for holiday observance, or current weather conditions not suitable for burning, or an unplanned/unexpected water shut-off. These announcements would show up on newsfeeds and citizens would share the news if important. The City of Roxboro uses this same no-comment method. Ideally this would be set up using a .gov email address which would follow the role, such as Mayor, Commissioner or Clerk, and not any person. Mayor Angela Upchurch will follow up with the .gov information.

UPDATE: Mayor has contacted our State Representative Renee Price, and she plans to visit soon to hear what needs we have in Milton, in order to possibly present these needs in the short session of the NC General Assembly in April. This does not promise any funding for any infrastructure project, but perhaps beneficial for Milton to have its needs known by legislators, and Representative Price is willing to advocate. To take advantage of this advocacy, short- and long-term needs should be identified. Mayor also contacted State Senator Graig Meyer, who is planning a trip to Caswell in January, including Milton. Speaking with the League of Municipalities Representatives today they mentioned that the Piedmont Triad Regional Council could help such things as a master plan. (Map) Sidewalks, new sewer system etc. Lay it out on paper. Legislators can have it in hand with a hardcopy being available for what Milton needs. This is something that needs to be done.

TO APPROVE: North Carolina League of Municipalities, an agency receiving American Rescue Plan funding to assist local governments, has approached the Town to see how funds may be granted to Milton. In order to begin, a **RESOLUTION TO APPROVE MUNICIPAL ACCOUNTING SERVICES, CYBERSECURITY AND TECHNICAL ASSISTANCE MEMORANDUM OF AGREEMENT** must be signed by the Mayor and Town Clerk. A summary follows: The NC League of Municipalities is operating with federal funds granted from the American Rescue Plan Act. The services provided will be of no cost to the Town. The Town gives permission for the installation of software for recordkeeping of grant expenditures and paying contractors for work. The Town will not use funds on prohibited expenses such as adding to retirement funds or lobbying, and affirms no conflict of interest, funds will not be used for any personal gain. The Town agrees to use the funds in accordance with Equal Opportunity Laws such as the Civil Rights and Fair Housing Acts. The Town will receive a Cyber Security Assessment. If deficient, grant funds will provide sufficient software to remedy the problem. The League will not be liable for any cyber-attack, nor personal injury unless found negligent, nor liable for any future loss of profit. The Town agrees to keep records regarding these funds and expenditures through 2031. There is no promise of any funding with this resolution; this is the first necessary step to investigate areas for possible funding. Funds will run out, so it is necessary to begin the process. **Commissioner Sherri Garrad** made the motion to approve the **RESOLUTION TO APPROVE MUNICIPAL ACCOUNTING SERVICES, CYBERSECURITY AND TECHNICAL ASSISTANCE MEMORANDUM OF AGREEMENT**. **Commissioner Steven Lattime** seconded the motion. All were in favor.

COUNCIL MEMBERS REPORTS: Shirley Wilson:

- ✦ **Items happening in Yanceyville: Received a matching Grant to help with Broad Band of \$100,000.00**
- ✦ **Assistant County Manager was hired, will not start until the County Manager comes aboard.**
- ✦ **PCC Nursing Program graduation was last night December 11, 2023. The program has slots for forty-eight students in the Nursing Program.**
- ✦ **CEAD Program is progressing, waiting on Federal Funding for 2.1 million**
- ✦ **Health Science Project, PCC Plumbing Certification Class going on.**
- ✦ **Town of Yanceyville will install Mr. Alvin Foster and two other council members.**
- ✦ **Transitioning from farm tobacco to vegetables farm**
- ✦ **Travis Hoesli- Safety Training Workshop 8hrs-GAP Training Food Safety Training-Digital Agent on board-Scheduling Services-Tyler Cobb (Computer Background)**
- ✦ **Tourism: Amanda Hodges: Website will keep the community updated- Grant money has to be spent on tourism- Another round of funding to be issued this week.**

CLOSE OF MEETING: Mayor Angela Upchurch asked for a motion to adjourn the meeting. **Commissioner Bob Palmer** motioned to adjourn the meeting and seconded by **Commissioner Jackie Jeffries**. All members were in favor. **Time: 8:45 p.m.**

Next Meeting January 09, 2023

Minutes humbly submitted by: Shirley Wilson