

MILTON NORTH CAROLINA TOWN HALL

169-B Broad Street

TUESDAY: April 09, 2024---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. Mayor Angela Upchurch stated that 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 **April 09, 2024, Town Meeting.**

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

Absent: N/A

APPROVALS: **Mayor Angela Upchurch** called for approval of the **April 09, 2024, Agenda: Mayor Angela Upchurch had modifications to add under New Business: Set Public Hearing—Bob Palmer is working on Credit Card Agreement-Disaster Preparedness- News on Old School Property has been condemned. Old Business: Steven Lattime speaks about RC2. Insert Financial Report after Mayors Report**

Commissioner **Bob Palmer** motioned to approve the **Agenda for April 09, 2024, with modifications.** The motion was second by **Commissioner Jackie Jeffries.** All were in favor. **Mayor Angela Upchurch** asked for the approval of the **March 12, 2024, Minutes.** **Commissioner Lattime** motioned to approve the **March 12, 2024, Minutes, as they stand.** **Commissioner Bob Palmer** second the motion. All were in favor.

APPROVAL OF CLOSED SESSION MINUTES APRIL 09, 2024: NAME MISSPELLED (ANGELA UPCHURCH AND ELIZABETH LATTIME) **Commissioner Jackie Jeffries** motioned to approve the **CLOSED MINUTES FOR APRIL 09, 2024, with corrections.** **Commissioner Sherri Garrard** seconded the motion. All were in favor.

- ✦ **MAYOR ANGELA UPCHURCH:** New face at the table Elizabeth Lattime our new finance officer. Current Finance Officer Sharon Williams and we welcome her.
- ✦ **Our .gov Domain** was approved and is now hosted so we can soon set up individual email addresses which will be more secure.
- ✦ There has been a rash of scam emails appearing to have been sent by me asking the Commissioners to buy gift cards.
- ✦ Distressed me (Mayor Angela Upchurch) greatly. Hopefully the .gov emails will cut down on that, but it will be a process for us to switch over and get used to using that platform. Individually each of you can come over and I can show you how to use the new platform.
- ✦ **The website** that Shirley worked with Small Town Soul to get going also has a .gov address now.
- ✦ **The Department of Commerce** is working on a strategy for Milton's Economic benefits headed up by Lizzie Morrison and Bruce Naegelen. They have been working on this since last summer and hosted a visioning workshop for the town last fall. Community input was considered when drafting this plan. Lizzie asked if she could come to a future Town Hall to personally present the Strategic Plan and to discuss. Close to being in the final form. (Passed out to Commissioners.
- ✦ **The Water-Sewer Systems** continue to incur costs, including another unexpected leak in the suspended water line which goes through private property and over to Racetrack Road. The finance officer's report will mention this as well.
- ✦ The organization, Crossroads, which operates in Caswell, Person, and Alamance Counties, along with Caswell County Partnership for Children, will be planning a Pinwheel Garden to publicize child abuse and neglect prevention. The pinwheels represent the bright future our children deserve. The ceremony for Milton's Pinwheel Garden will be located on the Milton Heritage Greenway & Walking Trail., at the picnic table. April 29th at 12:30 p.m. The pinwheels will remain for approximately a month.

STAFF REPORT: Met with Ann Moore and she suggested we change the way we present the budget to the Council. (Sharon Williams explained) General Fund Revenue through the end of March 2024 was \$85,480.00 and a remaining budget amount of \$14,000.00 to come in. Total Expenses through March is \$72,210.00 and the remaining budget is \$27,490.00.

Water Sewer General Fund: Revenue through the end of March 2024 is \$127,800.00 and the remaining budget is \$35,900.00. Expenditures through the end of March 2024 are \$130,984.00 and the remaining budget is \$32,716.00. Transferred \$20,000.00 from the General Fund to the Water Fund to help meet the expenses last month. ARP Funds \$20,000.00. Replaced three pumps, repaired two pumps and a crack in a pipe at the pump station totaling \$8,000.00 Maintenance.

General Fund Bank Statements at the end of March \$36,277.00 cash on hand as of today \$35,702.00 including outstanding checks \$34,129.00. Water Sewer Bank Statement at the end of March \$26,193.00 cash on hand as of today \$27,346.00 including outstanding checks \$21,404.00. North Carolina Capital Management Trust the (SCIF Fund) \$53,316.86 The Capital Management Trust Account \$155,893.00 General Fund and Water Fund. SCIF Fund we will have to pay Withers and Ravenel \$50,000.00.

- + Water Customer had a leak-- 11,380-gallons with a cost of \$398.30. Sharon Williams asked for Water Leak Relief Approval from the Board and stated that all documents are in place along with the Plumber's Report. It was motioned by Commissioner Steven Lattime to approve the Water Leak Relief and seconded by Commissioner Bob Palmer. All were in favor.
- + Reviewed Budget for FY25 Sharon explained and recommended raising the rates on overages \$03.5 to \$0.05. Raise the rate on the baseline from \$68.00 to \$69.00 and \$34.00 to \$35.00. Approve next month.
- + Do not have enough funds in the Water Fund to pay Repair and Maintenance. Over Budget in April in Repair and Maintenance. Included in next year's Budget is a transfer from the General Fund.
- + Asking for approval to transfer the Budget from the USDA Loan which is (\$16,000.00 plus interest) on paper (temporarily). (\$15,000.00) to repair and Maintenance. Motioned to approve the transfer of Budget from USDA temporarily by Commissioner Bob Palmer and seconded by Commissioner Steven Lattime. All were in favor of the motion. Passed around for signatures.

+
PUBLIC COMMENTS: N/A

OLD BUSINESS: Mayor Angela Upchurch

- + **UPDATE ON MOVING TOWNHALL OFFICES:** The move of Town Hall is set to occur Friday April 19, 2024, if there are no unseen circumstances. Notices will be sent out in this month's Water Bill.
- + Beautiful walkway to the detached kitchen where the Town Hall will be.
- + Dropbox can be installed now.
- + Townhall meetings will still be here. (JBS Jean Bradsher Scott) Renaissance Center
- + **WRAPPING UP WITH WITHERS/RAVENEL:** Waiting for a Letter of Capacity that was traded for the inventory because we found another way to have the inventory completed. (Department of Environmental Quality Recommended). Tom Poe will be preparing for us a letter stating how many more customers we can add to our water system. When received the bill to them will be paid.

NEW BUSINESS: Mayor Angela Upchurch

- + **Setting a Public Hearing Date for three items:**
 - Proposed Water Sewer Rate Increase to better match Revenue to Maintenance Expenditures
 - Request from Homes for You LLC for the town of Milton to Annex two properties on Doll Branch Road
 - To review the 2025 Fiscal Year Budget
 - We chose Thursday May 02, 2024, at 7:00 p.m. for the Public Hearing. It was motioned to approve May 02, 2024, date for the Public Hearing by Commissioner Sherri Garrard and seconded by Commissioner Bob Palmer. All In Favor.
 - Bob Palmer has been working on a Credit Card Agreement and a Disaster Preparedness Procedure (Passed documents out for review) Will talk about next month.
 - We are aware that the old Milton school property on Community Drive has been condemned by the Building Inspector and the owner has been notified by Certified Mail. No response from the owner. The issue of Safety was paramount Commissioner Jeffries lives beside the school pieces of the roof blow off the school onto her resident.
 - Commissioner Steven Lattime: We are waiting for April 15, 2024, we will be told then. Must put a budget in. Explained. Go to classes. Assist in building the budget as part of the class. Monies can be used for a lot of things. (ex. Monies for the trail, sidewalks, buy property.) Discussion We can get help from the Department of Environmental Quality.

COUNCIL MEMBER REPORT: TOWN CLERK SHIRLEY WILSON

PCC continues to receive grants for the CEAD Program and the Nursing Program. Spaces are available and 100% passed the program.

CLOSE OF MEETING: Mayor Angela Upchurch asked for a motion to adjourn the meeting. **Commissioner Bob Palmer** Motion to adjourn the meeting **Commissioner Steven Lattime** and seconded by Commissioner Bob Palmer. All members were in favor.
Time: 7:50 p.m.

Next Meeting May 14, 2024

Minutes humbly submitted by: Shirley Wilson