

MILTON NORTH CAROLINA TOWN HALL

Town Offices: 173 Broad Street

Town Hall Meetings: 11928 Academy Street

TUESDAY: September 10, 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 the 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 September 10, 2024, Town Meeting.

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

Absent:

Moment of silence in recognition of Commissioner Steven Lattime.

APPROVALS: Mayor Angela Upchurch called for approval of the **September 10, 2024, Agenda:**

Commissioner Bob Palmer motioned to approve the **Agenda for September 10, 2024. Commissioner Sherri Garrard seconded the motion. All were in favor. Mayor Angela Upchurch** asked for the approval of the **August 13, 2024, Minutes. Commissioner Jackie Jeffries** motioned to approve the **August 13, 2024, Minutes, as they stand. Commissioner Bob Palmer** second the motion. **All were in favor.**

MAYOR REPORT:

- ✦ Milton was designated as a distress utility. Letter in each folder that states such. Designated for financial reasons.
- ✦ Because of this designation it will put us higher in line for a grant award especially the one we are applying for.
- ✦ We must virtually attend a training class with the subject in Making a Utility Financially viable.
- ✦ Date to view the video: 10:00 September 26, 2024
- ✦ Requirements for the Lead Line Service Line Inventory were met, which was reporting what was known as far as lead components. What this means for the property owner side of things will be mailed with next month's water bill.
- ✦ I have been seeking ways, grant funds, to remedy the sidewalk situation in front of the burned-out theater structure on Commercial Row. This involves DOT, and even Senator Meyer's office is assisting in the request for a remedy. I have spoken with a property owner, and he agreed with grant funding being sought.
- ✦ Commissioner Palmer and I have been going down the list of small repairs and meeting requirements at the well pump house and the wastewater treatment plant. (Explained)
- ✦ There were no high voltage signs, danger, or no smoking at the propane tank, which are required. The signs are installed now. Bob installed them, (Thank you Bob.)
- ✦ The storage shed was in complete disarray, no organization at all. An annual inventory is required, and this has needed to be done. Commissioner Bob and I have been trying to fill the shoes of Michael Behler, and this is not easy. At the end of the public hearing last month, Danny Cash volunteered to complete the inventory, and he organized the shed. He did an amazing job.
- ✦ Taco Smith has offered to make the required plumbing changes needed at the well pump house at exceptionally low cost. There is a gauge incorrectly located and this needs to be moved, as well as some rusted hardware needs to be replaced with stainless. Waiting for the parts to come in. We thank Danny and Taco.
- ✦ Marty Saunders has offered to change the oil in and service the blowers at the wastewater treatment plant. The oil has come in that he needs, and this will be done as soon as his and plant operator Matt Smith's schedule allows.
- ✦ The generator has been serviced and now works. The generator is only hooked up to the wastewater components, not the well pump. In town minutes from 2021 Michael Behler asked that a generator be provided for the well pump for winter storm preparedness, as even if the town has a few days' supply of water, the pipes in the well house would freeze without the heat strips working on the pipes. This was tabled at that time. We need this back on the table. We will investigate connecting the well pump to the wastewater plant generator, as the generator has enough capacity to do so, or would it be cheaper to purchase another generator.

- ✦ The town is still in debt to USDA for the wastewater treatment plant, the plant is considered assets of USDA. I asked if we would have permission to connect the generator, as a USDA asset, to the Town's well pump, and they replied to USDA did not see a problem with that if it helps the Town.
- ✦ The manual well pump switch was a simple repair, in that the threads were stripped, which made it possible for the switch to fall out when used.
- ✦ There is still a wastewater issue with the wastewater panel, the plant operator Matt Smith will describe more fully tomorrow morning to Commissioner Bob.
- ✦ We do not have a flushing schedule.
- ✦ The Mixed Used Zoning that we had a Public Hearing for and were on track to approve tonight requires a Statement of Consistency to be drafted in order for the Commissioners to approve the change from Commercial to Mixed-Use, along with the wording of the ordinance. I am consulting with Kamara Barnette, Yanceyville Town Manager. Hope all will be in order for the October 08, 2024, meeting.
- ✦ Hometown Strong an entity of the Department of Commerce and Piedmont Triad Regional Council are assisting us with a grant application for a partial supply of grinder pumps. They are applying for \$500,000.00 even with their assistance, much is required on our end, like hours and hours of cumulative time. The Town does not have, that we could find, a Procurement Policy. Patricia did not recall one, and WithersRavenel did not have one for Milton on file when contracted for the engineering assessment. The Procurement Policy drafted for us to meet the grant requirements was provided by a staff member with Piedmont Triad Regional Council, which is on the agenda under new business. I am asking the Commissioners to adopt ahead of the grant deadline of September 30, 2024. The grant will also require an engineering seal stating the system needs the grinder pumps and we need that many.
- ✦ We received a SAM's number today.
- ✦ We will Commemorate Constitution Week is September 17-23-2024
- ✦ Saturday September 21, 2024, at 11:00 we will have a ceremony on the lawn beside the Milton State Bank.
- ✦ October 19, 2024, Great Trails State Day
- ✦ Milton Merchants has planned an Autumn event day October 26, 2024.

Financial Report: Elizabeth Lattime

STAFF REPORT:

General Fund Revenue:

Budget for Beginning Fiscal Year: \$99,800.00

Income: \$10,948.00

Expenses: \$11,077.00

Water Sewer Fund:

Budget for Beginning Fiscal Year: \$158,940.00

Income: \$21,236.00

Expenses: \$32,111.00

Bank Statement General Fund: \$22,951.27

Cash On Hand: \$22,526.52 less the outstanding checks. \$1,130.21

General Fund Balance: \$22,394.31.

Bank Statement Water Fund: \$25,765.32

Cash On Hand: \$24,435.34 less outstanding checks \$1,216.67

Water Fund Balance: \$22,218.67

NC Capital Trust SCIF: Closed payment went to Withers Ravenel

Investment Management Trust: \$128,297.22

Change in Value Interest: \$568.90

Ending Balance: \$128,866.13

Public Comments: N/A

Old Business: Mayor Angela Upchurch

- ✦ Hometown Strong and Piedmont Triad Regional Council need documents signed. Did not have them ready for this meeting. Asking that we set a date for a Special Meeting next week. Date agreed upon. Wednesday September 18, 2024, morning 10:00 a.m. All were in favor.

NEW BUSINESS:

- ✦ Procedure for filling Commissioner Lattime's Seat: Three ways: Application, Commissioners can nominate and include a candidate from the previous election. (Discussion) In Section 3.01 Qualifications for Council Members and

Mayor Vacancies and Removals (Read by Town Clerk, Shirley Wilson) Agreed upon Application. Commissioner Bob Palmer motioned to use an Application Letter that will be picked up at Townhall, Advertise, then Interview. Commissioner Jackie Jeffries seconded the motion. All were in favor. Motion carried and recorded. Put notice in October Water bill. Returned for review by November 12, 2024.

- + Procurement Policy: In folder: Revised Commissioner s will review and sign at the Call Meeting next Wednesday September 18, 2024, at 10:00 a.m.
- + Approve Sharon Williams as interim assistant. Commissioner Sherri Garrard motioned to approve Sharon Williams as Interim Assistant to Elizabeth Lattime Finance Officer and seconded by Commissioner Bob Palmer. All were in favor.
- + Minimum Housing Code: Issues we have had the town attorney (John Thomas) stated we could use the North Carolina General Statute 160D-Article 12 as our Ordinance for minimum housing in the town of Milton. Explained by Mayor Angela Upchurch. Commissioner Bob Palmer motioned to adopt the Minimum Housing Ordinance (North Carolina General Statute 160D-Article 12). Commissioner Jackie Jeffries seconded the motion. All were in favor.
- + Discuss commercial rates for selling water to out-of-area businesses. Elizabeth Lattime explained. Helicopter Company out of Detroit Michigan need a supply of water. 1600 gallons at 0.05 cents. (Discussed) Commissioner Bob Palmer motioned that the town charge outside companies .07 cents for water. Commissioner Sherri Garrard seconded the motion. All were in favor.
- + Set date to attend online viable utilities training. All were in favor.
- + It was motioned by Commissioner Sherri Garrard that the town pay the \$1000.00 Engineering fee for seal from Withers Ravenel to approve need of Grinder Pumps for Grant. Commissioner Jackie Jeffries seconded the motion. All were in favor.

Special Guest: Alliance Code Enforcement, Mr. Brandon Emory

- + Is not an HOA.
- + Standards-Minimum Housing
- + File a complaint (Explained (Minimum))
- + Over growth, Open Storage, Nuisance
- + Junk vehicle-Not operable, severe damage, Nuisance vehicle (Explained)
- + Go out and identify.
- + Code Enforcement
- + Question and answer session
- + Enforcement actions (by Alliance Code Enforcement)
- + Cost: \$50.00 an hour Agreed upon term of cost will not change. Might exceed the time but not cost.
- + Conscientious of budgets
- + Minimum of 10 hours
- + Professional Service
- + Work per Project
- + Make a list of complaints.
- + Will discuss and get back with Mr. Brandon Emory.

EDC Report: Shirley Wilson

- + Nursing Program has received another grant. This grant will allow adults to attend classes on the weekend working toward a degree in Nursing.
- + PCC moving forward with the CEAD Project
- + Will help students fill out the FASFA.

CLOSE OF MEETING: Mayor Angela Upchurch asked for a motion to adjourn the meeting. Commissioner Bob Palmer motioned to adjourn the meeting. Commissioner Jackie Jeffries seconded the motion. All members were in favor. Time: p.m.
Next Meeting October 08, 2024

Minutes humbly submitted by: Shirley Wilson