

MILTON NORTH CAROLINA TOWN HALL/TDH
Tuesday February 07, 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 Patricia Williams called meeting to order at 7:00 pm

This meeting is being recorded and I (Mayor Patricia Williams) 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 Patricia Williams** asked everyone to please stand for the Pledge of Allegiance.

PRESENT: Mayor Patricia Williams, Shirley Wilson, Town Clerk, Commissioner Cathia Stewart; Commissioner John Wallace Jr.; Commissioner Valerie Sottile; Commissioner Sherri Garrard.
 Sharon Williams, Finance Officer

ABSENT:

APPROVALS: Mayor Patricia Williams called for approval of the **February 07, 2023**, Agenda.

Commissioner Sherri Garrard motioned to approve the agenda as they stand. **Mayor Pro Tem. John** seconded the motion. All in favor. **Mayor Patricia Williams** asked for the approval of the **January 10, 2023**, Minutes. **Commissioner Cathia Stewart** motioned to approve the **January 10, 2023**, Minutes as they stand, and **Commissioner Valerie Sottile** seconded the motion. All members were in favor of the Minutes by stating (I).

- **MAYOR REPORT: Mayor Patricia Williams**

- ✦ On Thursday January 26, 2023, at 2:00 pm I (Patricia Williams) attended a zoom meeting held by the North Carolina Department of Public Safety Emergency Management. The North Carolina Flood Plain Mapping Program has updated the Flood Plain maps for all counties. In the **November 2022 Water Bill Mailing**, the **website** was sent to all residents. (**Explained**) Our main Flood Plain Zone is Country Line Creek.
- ✦ **The Revised Milton Water Policy approved at the January 2023 Town Meeting will be mailed out in the February 2023 Water Bill.**
- ✦ **The LED lighting approved at the January 2023 Town Meeting has been scheduled to be installed on Community Circle sometime between February 06, 2023, and February 10, 2023.**
- ✦ **Today I (Mayor Patricia Williams) was made aware the Town of Milton had sold the cemeteries to the Milton Women Club on May 25, 1971. So therefore, the Milton Town does not own the cemeteries. The Insurance Company Milton has been paying for this will be notified about this disclosure and records will be adjusted. (Copy of Deed is in the Folders) (Discussed) Mayor Patricia Williams stated we will keep studying the Deed. Town has been paying liability insurance and there are some money ramifications.**

STAFF REPORTS: Sharon Williams Presented the General Fund through January 2023 Target was **58%**. Sharon Williams stated our Revenue was **60%** (Last day of January we received Personal Property Tax) and Expenditures at **59%**. Main Sewer Break in January 2023. Water Sewer Fund our Revenue is at **54%** below target. Expenditures is at **55%**.

General Fund Reconciliation: January 2023, was **\$16,500.00**. Water Sewer Fund at the end of January 2023, was **\$25,592.00** North Carolina State Capital SCIF Fund **\$50,095.00**. Our North Carolina Capital Management Trust Account (ARP) was at **\$47,384.00**. North Carolina Capital Management Trust at the end of January 2023 **\$125,920.00**. Bank Statements attached.

PUBLIC COMMENTS: N/A**OLD BUSINESS: Mayor Patricia Williams: Discussion**

- ✦ **Request for Qualifications:** The state had given an allotment of \$50,000.00 towards a Preliminary Engineering Report or the Capital Improvement Plan. When looking for an Engineering Firm it was discovered that we had to have a Request for Qualifications submitted to multiple Engineering firms so they could fill out their qualifications for us to go through and then decide which engineering firm we want to go with. Shirley and I (Mayor Patricia Williams) have been spending time creating our request for Qualifications. We hope to get this sent out in the next couple weeks. The thing that I (Mayor Patricia Williams) need to bring to the table a discussion on when we submit it how long after we submit it do you want to put the date for the firm to reply by. We are looking for a deadline date for them to submit all of their Qualifications according to all that we have been asking for. This will be emailed to the different firms. (Discussed the date) Give them **thirty days** after we send it. (Discussion on quotes and the fifty thousand dollars explain these are state funds. Evaluation and selection of firm will be a Qualification based project in accordance with the Minnie Brooks Act North Carolina General Statute 143-64.31, price will not be considered in the selection phase. Discussion (March 17, 2023, deadline for a reply)
- ✦ **New Milton Website: Commissioner Valerie Sottile and Commissioner**
 - **Sherri Garrard Sherri Garrard called Civic Plus Before** they cannot submit any pricing, they have to know a guideline of exactly what we want for the website. One time fee for setting the website up and a yearly maintenance fee. They offer the .gov.
 - **Valerie Sottile** spent some time looking at the Yanceyville site. Searching for what we could use on the **Milton website**. We need an outline of what we need and want on the site.
- ✦ **Mayor Patricia Williams** stated to start small and add what we need as needed. Add picture. Basic information. Sharon was told by the North Carolina Treasury Department they do not want to deal with anything but the **.gov because of security and want us to change our emails to .gov**. Shirley stated that Leniece Lane said the .gov is harder to manage .org. (Discussion)
Commissioner Valerie Sottile and Commissioner Sherri Garrard will continue this website project.

NEW BUSINESS: Mayor Patricia Williams

- ✦ **New Business Application: Aunt Millie's Milton North Carolina LLC- Beer and Wine will be sold there.** They have submitted an **Alcoholic Beverage Control Commission form**. Our newly elected **ABC Commissioner** will get it notarized and filled out. **Mayor Patricia Williams asked for a motion to approve the New Business Application and the ABC license. Commissioner Valerie Sottile** motioned to accept the **New Business Application** and the **ABC license. Commissioner Catia Stewart** second the motion. **All were in favor.**
- ✦ **Discussion on the Flood Zone Ordinance:** We already have a **Flood Damage Prevention District** in our own **Ordinance** that has already been approved through **160-D approval**. It is already overseen by the **Caswell County Flood Damage Prevention Ordinance**. We need to vote for this to continue that **Caswell County** will oversee the development in the **Flood Plain** because they have the capability of enforcing any penalties that goes on in the building or Flood Plain area. **Mayor Patricia Williams** asked for a motion for **Caswell County** to continue overseeing the development in the **Flood Plain. Commissioner Sherri Garrard made the motion and Commissioner John Wallace** seconded the motion. **All were in favor.**
- ✦ **Record Retention Policy:** American Rescue Federal monies was allotted the 1st **\$23,000.00** and then a match of **\$23,000.00** equaling **\$46,000.00**. These monies are in a separate account.
- ✦ **Last week Tuesday** we had a meeting with a **North Carolina Legal Municipality Harold Owen. Sharon Williams, John Wallace, and I (Mayor Patricia Williams)** were there. We became aware that some rules changed in **July 2022 concerning the ARP funds**. With the rule change we could have **Revenue Replacement. Revenue Replacement** is a payback for **Revenue** you have used in your water's old infrastructure to pay for repairs or replacements. These **Federal monies** can be paid back to the town. **Last year we paid out \$72,000.00** in our water maintenance. **Paying this money back into the Water Fund will help to continue paying for the repairs, plus buying meters and pumps for surplus.**

- ✦ **The American Rescue Federal monies were allotted the 1st \$23,000.00 and then a match of \$23, 000.00 equaling \$46,000.00. These monies are in a separate account.**
- ✦ **Record Retention Policy:** talks about how important it is to maintain those records of how the money has been spent, be assessable to the **Federal Government Personnel** and keep for five years. **We have to have this policy.** Mayor Patricia Williams asked for a motion to approve this, Policy. **Commissioner Valerie Sottile** motioned to approve this policy and Commissioner Sherri Garrard seconded the motion. **All were in favor. Passed around to be signed.**
- ✦ **Non-Discrimination Policy: Follows Federal Rules and Regulation:** Mayor Patricia Williams asked for a motion to approve this, **Non-Discrimination Policy.** **Commissioner Cathia Stewart** motioned to approve this policy and **Commissioner John Wallace** seconded the motion. **All were in favor. Passed around to be signed.**

COUNCIL MEMBERS REPORTS: Shirley Wilson, Town Clerk: EDC will not meet until February 13, 2023.

Attached to Minutes

CLOSE OF MEETING: Mayor Patricia Williams asked for a motion to adjourn the meeting. **Commissioner Valerie Sottile** motioned to adjourn the meeting and seconded by **Commissioner Sherri Garrard.** All members were in favor. **Time: 7:58 p.m.**

Next Meeting March 14, 2023

Minutes humbly submitted by: Shirley Wilson