

## MILTON NORTH CAROLINA TOWN HALL

Temporary location at JBS Renaissance Center  
(JBS for Jean Bradsher Scott)  
11928 Academy Street

**TUESDAY: May 14, 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 May 14, 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 **May 14, 2024, Agenda: Mayor Angela Upchurch had an addition under New Business: Milton Planning Board: Document for the Historic Preservation Ordinance.**

**Commissioner Bob Palmer** motioned to approve the **Agenda for May 14, 2024.** The motion was second by **Commissioner Jackie Jeffries.** All were in favor. **Mayor Angela Upchurch** asked for the approval of the **April 09, 2024, Minutes.**

**Commissioner Jackie Jeffries** motioned to approve the **April 09, 2024, Minutes, as they stand.** **Commissioner Steven Lattime** second the motion. All were in favor.

### MAYOR REPORT: Water-Sewer Update:

- ✚ **The Town of Milton held a Public Hearing on a proposed water rate increase and the FYI 2025 Budget on May 02, 2024.** Copies of the text from that presentation were included in this month's water bill mailing. The actual budget was not included but will be available at the town hall office during office hours.
- ✚ **A Joint Commissioners Meeting will be held here on May 16, 2024, on Thursday at 6:00 p.m.** We look forward to hosting the **Town of Yanceyville and the Caswell County Board of Commissioners.**
- ✚ **We heard that the USDA who we are indebted to for the Wastewater System cannot offer any loan relief for the current \$373,000.00 debt still owed on the Wastewater System.**
- ✚ **Richard Marvin with NC League of Municipalities asked on our behalf but was told that there was no process in which the loan could be transferred into a grant.**
- ✚ **I am in regular contact with Senator Meyer and Legislative Liaison Deans Eatman regarding any possible direct funding assistance from the Legislature. I also applied for a Federal Infrastructure Grant through Congress Woman Kathy Manning's office applied for over 7 million dollars. If these fell, we have a plan with the Department of Environmental Qualities, North Carolina Rural Wastewater, and Department of Commerce Hometown Strong Initiative with assistance from Webb Obrian consultants with NC League of Municipalities for fall grant applications.**
- ✚ **The current plan is based on the discussion we have had with these entities. The plan is to wait for the Fall 2024 Funding Cycle when we believe the town of Milton will have been designated as distressed. This will probably happen in July. Then be eligible for grant funds from the Viable Utility Reserve to conduct the full asset inventory and assessment study. Apply for construction Funding to replace the grinder Pumps, calibrate the sewer effluent meter, Clean the water tank, resolve the secondary water source issue and anything else that may come up between now and the application deadline which is around September 30<sup>th</sup>. If the town springs into the 2024**
- ✚ **The Town Hall Office** is now in its new location. We will continue to hold public meetings here (Jean Bradsher Scott Renaissance Center). A date was set for the public hearing for the annexation of two lots on Doll Branch Road to the Town of Milton: A Public Hearing regarding an Owner-Petitioned Annexation will be held Tuesday, May 28th, at **7 p.m.**, regarding two properties on Doll Branch Road. The property owners, a small developer, Home at Last, has petitioned the Town for annexation at its own cost to be added to the Town's water and wastewater system.
- ✚ **Department of Environmental Quality** to fund the Lead Service Line Inventory through a company called TruPani.

- ✚ **The Department of Commerce** chose Milton to participate in its **Rural Transformation Grant Fund**, which involves sessions that some of us will need to attend through August. One project to be determined will receive funding. **WithersRavenel** was paid \$50,000 this week for their services in creating our Water and Sewer Assessment and Capital Improvement Plan. I (Mayor Angela Upchurch) have shared this document many times so far, and it has been useful when we are asked what we need as far as infrastructure. **\$55,000** was awarded to Milton for this assessment through the State Capital Infrastructure Fund.
- ✚ **Credit Card Policy has been corrected** and is ready for our Signatures. Thank you, Commissioner Palmer. He is still working on the Town's Emergency Plan.

## MOVE TO BRIEF CLOSED SESSION

### § 143-318.11. Closed sessions

**Motion to open Closed Meeting by Commissioner Bob Palmer. Motion seconded by Commissioner Jackie Jeffries. All were in favor.**

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

**Motion to close Closed Meeting:** It was motioned to close closed Meeting by Commissioner Bob Palmer and seconded by Commissioner Steven Lattime. All were in favor.

**RETURN TO OPEN SESSION:** It was motioned to go back into the regular scheduled meeting by Commissioner and seconded by Commissioner. All were in favor.

## NEW BUSINESS:

**Announcements and Approval** from closed session.

**Approve Transfer** \$30,000 from NC Capital Management Trust to Water-Sewer Fund.

**Approve Transfer** of \$10,000 from the General Fund to the Water-Sewer Fund.

**Approval to pay for mowing and water** to Milton Renaissance Foundation in exchange for the use of the Jean Bradsher Scott Renaissance Center for public meetings.

**Adopt the Wild Turkey as Milton's Town Mascot.** This was presented to the Milton Town Board last fall but tabled. This would honor Wayne Bailey, who through conservation methods he developed, saved the Wild Turkey from extinction in NC and in other states while he lived in Milton. Not only would this honor Mr. Bailey as a resident but would present unique beneficial marketing opportunities in the future. While I presented this for the Commissioner's consideration last fall, Commissioner Palmer requested this to be back on the agenda. The wild turkey is not a random animal to be considered as mascot but has a direct connection to the Town in a way that another animal would not unless one should come to light in the future.

### Approval of water rate increase:

The base rate increased from \$68 to \$69.

The Sewer Only rate increased from \$34 to \$35.

Overage rate to increase from 3 ½ cents per gallon to 5 cents per gallon.

### Approval of FY25 Budget

#### Milton Planning Board:

**STAFF REPORT: General Fund Revenue through the end of February 2024 Target was 67%. Our Revenue at the end of February was 74%. We have received 66% of our Sales and Use Tax Revenue and 92% of the Personal Property Tax has been received. Expenditures at the end of February 2024 were 68%. Insurance and Audit has been taken care of 100%. Revenue \$73,298.00 and Expenditures \$67,432.00.**

**Water Sewer Fund: Target 67% through the end of February 2024 and Revenue through end of February 2024 83% due to the transferring of the \$20,000.00 from the General Fund. Expenditures through the end of February 2024 70%. Revenue is \$119,610.00 and our Expenditures are \$115,359.00 year to date. Continue to have high Maintenance Sewer Cost.**

**Bank Reconciliations: General Fund at the end of February 2024, 45,296.95.00 and as of today, the amount was \$31,496.32. Water Sewer at the end of February 2024 the amount was \$25,316.00. North Carolina Capital Management Trust the (SCIF FUND) \$53,080.00. The Capital Management Trust Account \$155,203.00 General Fund and Water Fund. Bank Statements: Attached**

**Request for Water Leak Relief: One of our Businesses. Toilet Running Constantly. Over 44,000 ran through. Our One Time Leak Relief is \$750.00. Sharon Williams the Plumbers report that is required. I Sharon Williams ask your approval for the**

**One Time Leak Relief in the amount of \$750.00. Motioned by Commissioner Bob Palmer and Seconded by Commissioner Steven Lattime. All were in favor.**

**PUBLIC COMMENTS: N/A**

**OLD BUSINESS: Mayor Angela Upchurch**

- ✚ **UPDATE ON MOVING TOWNHALL OFFICES: TOWN HALL OFFICES will be moved** to the building behind the Milton State Bank. This could occur at the end of March, Tuesday April 09, 2024, we could be down there depending on the addition of a walkway, that needs to be constructed between the porch of the bank and then to the building out back where the offices will be, which could happen on March 25, and it could be a boardwalk similar to what's at the TDH. Sidewalks would take months and months to get approved.
- ✚ **WRAPPING UP WITH WITHERS/RAVENEL** We should be getting a bill for the **\$50,000** allocated from grant funds to pay. While we have the assessment, there is much more to be aware of at the pump station and water tank that is not included in the assessment. We are continuing to work to identify any problems so we can ask for assistance.

**NEW BUSINESS: Mayor Angela Upchurch**

- ✚ The wonderful turn out of events when we had the TDH State Historic Site Ceremony when DOT required within a weeks' notice that a portion of Hwy 57 had to be closed. Dot required us to have Signage at Detour, Barricades and Barrells. Milton had none of the items. We contacted the town of Yanceyville, the County Manager, Mayor Alvin Foster, and they supplied some items and Mayor Foster contacted Rockingham County. Rockingham County provided the rest of the items we needed. Caswell Emergency Services Barry Lynch brought them to Milton and the Milton and Semora Fire Departments found volunteers to watch these posts. We could not have had the ceremony without their help. I want to put a thank you ad in the newspaper, for approximately \$135.00. Mayor Angela Upchurch read aloud the information that will be placed in the ad. Tom Qualin with the Safety Department with Natural and Cultural Resources approved this and he made sure I did not forget anyone. He works alongside the Regional Site Manager Jennifer Farley who stated this would be lovely. Mayor Angela Upchurch asked for a motion to put the ad in the paper. The motion was made by Commissioner Bob Palmer and seconded by Commissioner Steven Lattime. All was in favor.
- ✚ **ANNEXATION REQUEST:** Presentation by Frank Freeman and Elizabeth Darty with Home at Last. They have already made a presentation to our Milton Planning Board and the Planning Board approved for it to come before the Commissioners. They have bought property on Doll Branch Road. I have given you preliminary information and I now turn it over to the presenters Mr. Frank Freeman and Elizabeth Darty (Developer). Mr. Frank Freeman read the petition to the Town Council along with a hardcopy with will be attached to the minutes. (Explained the structure of the home)
- ✚ **Department of Environmental Quality (DEQ)** Bob and I have had a couple of meetings with the Department of Environmental Quality, DEQ. DEQ wants Milton's water-sewer systems to be declared distressed in order to be more eligible for grant assistance. In the past, as Patricia told Bob and me this week, Milton has declined to declare the distressed designation, being under the impression that such a designation was declaring Milton's water unsafe. Bob and I heard Linda Culpepper with DEQ say to us this week that such was not true- "distressed" was the term the Legislature used but did not automatically mean a municipality's drinking water was unsafe within the distressed designation. (Unsafe could be within the distressed definition, but not assumed.) 145 out of 500 systems in NC have been designated distressed. This designation would more quickly allow Milton to be eligible for assistance, and we have been delayed in getting this help. Bob and I trust that this is true. Regardless- we are in dire straits with what needs to be done. If we get on the distress list, we can more easily get things done. They have another list coming out in July. Mayor Angela Upchurch asked for a motion to approve the Distress Designation. The motion to approve the Distress Designation was made by Commissioner Sherri Garrard and seconded by Commissioner Jackie Jeffries. All were in favor. The infrastructure is in distress not the Water, the Water Quality is good.
- ✚ **WITT O'BRIEN:** A consulting service contracted to work for the North Carolina League of Municipalities. They look for grants, identify and manage grants. We spoke with Jenny Chompholpakdy. She prepared a scope of work because they will do thirty thousand dollars' worth of work free. The scope of work can include Provisional Technical Assistance to identify eligible grant opportunities for sidewalks, downtown revitalization, water and sewer, parks and recreation, and other projects specific to community wants and needs. Provisional Technical Assistance with Grant pursuance, Grant Writing and Application Support for sidewalks, downtown revitalization, water and sewer, parks and recreation, and other projects specific to community wants and needs. Free opportunity to expand the budget to Milton for more than \$30,000.00. if a grant is funded by the League. Once the thirty thousand dollars is expended you are under no obligation to pay for additional services. Your only legal agreement is with the league. We are only requiring towns to agree to the scope of work with a confirmation email instead of a full signature. Will wait until next week until after the Townhall Meeting for confirmation on the scope of work. Services are paid for by the League up to \$30,000.00 Dollars. After we receive approval, we will send the scope of work to the league and start technical assistance after contracts are signed. When the thirty thousand dollars is nearing completion, we will be alerted. It was motioned to approve the scope of work by Commissioner Bob Palmer and seconded by Commissioner Steven Lattime. All were in favor. Send confirmation tomorrow March 13, 2024.

✚ **MILTON MAINTENANCE VOLUNTEER SUPPORT:** The Town does not have a public works staff. If you or someone you know, children or grandchildren, would like to sign up for volunteer projects for trash pick-up, trail clean-up or other such needs, please let us know. Ricky Brandon has been so wonderful to help with trail maintenance, and Jim Upchurch is always picking up trash.

✚ **DARK SKY WEEK:** **We do not have time to publicize this.** Much of Milton's lighting is due to safety concerns, we could display a flier in Town Hall offices to make people aware. Mayor Angela Upchurch read the information concerning dark sky week sent by Don Michelle Oliver. (Discussion) It was motioned to declare dark sky week April 2-8-2024, by Commissioner Bob Palmer and seconded by Commissioner Steven Lattime. All were in favor.

✚ **COMMISSIONER STEPHEN LATTIME: RURAL COMMUNITY CAPACITY PROGRAM**

✚ Provides training and support for local projects. Project could be one of many things: cleaning up building fronts, sidewalks, specifically beautification of the city, trail project.

✚ Projects are fully funded under this program.

✚ Required cleaning is a two-day session Thursday and Friday for five consecutive weeks. Have to have someone in attendance or we will not be considered.

✚ Six weeks to get graduation certificate, fully funded by the BLIGHT Project, travel to and from, lodging and meals The town will pay out of pocket and be fully reimbursed. Send two people and one must be a town official.

✚ The deadline for filing the application will be March 28, 2024, and need to know the projects name.

✚ Muriel could be restored. (Explained)

✚ Will be notified about classes by 04/15/2024, and classes start in May 2024

✚ **BLIGHT- Articles that Oxford uses. Attached to Minutes.**

✚ **Article 5-- Physical BLIGHT as a nuisance. Commissioner Lattime read the information and gave examples. Discussion on Ordinances enforcement. (A cost to the town) Discussion**

**IN ORDER TO DISCUSS ITEMS PROVIDED BY NC GENERAL STATUTE 143-318.11, WE NEED TO MOVE TO THE CLOSED SESSION.** DO WE HAVE A MOTION? It was motioned by Commissioner Bob Palmer to go into Closed Session and seconded by Commissioner Jackie Jeffries. All were in favor. **8:33p.m.**

**MOTION TO ADJOURN CLOSED SESSION:**

✚ It was motioned to adjourn the **CLOSED MEETING** session by **Commissioner Bob Palmer** and seconded by **Commissioner Jackie Jeffries** to move back into regular meeting session. **All were in favor of the motion.**

✚ It was motioned to move back into regular meeting session by **Commissioner Sherri Garrard** and seconded by **Commissioner Bob Palmer** to move back into regular meeting session. **All were in favor of the motion.**

**Mayor Angela Upchurch called the meeting back to order. 9:05 p.m.**

**CLOSED SESSION RESULTS:** It was motioned by **Commissioner Sherri Garrard** that **Mrs. Elizabeth Lattime** be hired as **Milton Finance Officer.** The motion was seconded by **Commissioner Bob Palmer.** All were in favor. **Commissioner Steven Lattime recused himself from voting.**

**COUNCIL MEMBER REPORT: TOWN CLERK SHIRLEY WILSON**

**COUNCIL MEMBERS REPORTS: Shirley Wilson:**

✚ **Economic Sell Property**

✚ **Help with Broadband Application**

**PCC: Emily Buchanan**

✚ **Continue to receive grant money to expand our LPN Nursing Program**

✚ **Slated for a new Cohort to start every year.**

✚ **100% Pass Rate**

✚ **Cathy Manning lobbying for the CEAD Program (the budget to keep the Federal Government from shutting down \$500,000.00 was allotted for the CEAD program (Phase I). Manning will be on PCC campus on April 02, 2024**

✚ **Private donor donated \$100,000.00 for the school Afterschool BLAST**

**Mayor Angela Upchurch: Delivered the Oath of Office 9:11 p.m.**

**FINANCE OFFICER OATH OF OFFICE**

✚ I, **Elizabeth Lattime**, DO SOLEMNLY SWEAR (OR AFFIRM) THAT, ACCORDING TO THE BEST OF MY SKILL AND ABILITY, I WILL EXECUTE IMPARTIALLY THE OFFICE OF FINANCE FOR THE TOWN OF MILTON, IN ALL THINGS ACCORDING TO THE LAW; THAT I WILL DULY AND FAITHFULLY ACCOUNT FOR ALL PUBLIC MONEYS THAT MAY COME INTO MY HANDS, AND WILL NOT, DIRECTLY OR INDIRECTLY, APPLY THE SAME, OR ANY PART THEREOF, TO ANY OTHER USE THAN BY LAW DIRECTED; SO HELP ME GOD.

**CLOSE OF MEETING:** Mayor Angela Upchurch asked for a motion to adjourn the meeting. **Commissioner Sherri Garrard** Motion to adjourn the meeting **Commissioner Jackie Jeffries** and seconded by **Commissioner Bob Palmer.** All members were in favor. **Time: 8:05 p.m.**

**Next Meeting June 11, 2024**

**Minutes humbly submitted by: Shirley Wilson**