

MILTON NORTH CAROLINA TOWN HALL/TDH
TUESDAY: November 08, 2022----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 Valerie Sottile, Commissioner Sherri Garrard, Commissioner Cathia Stewart, Commissioner John Wallace Jr, Sharon Williams, Finance Officer

ABSENT:

- **APPROVALS: Mayor Patricia Williams** called for approval of the **November 08, 2022**, Agenda. It was motioned by Commissioner Valerie Sottile to approve the agenda with changing the word **Budget** to **Audit** under presentation by Auditor Tony Brewer. Commissioner John Wallace seconded. All in favor. **Mayor Patricia Williams** asked for the approval of the **October 11, 2022**, Minutes. Commissioner Valerie Sottile motioned to approve the **October 11, 2022**, Minutes as they stand and seconded by Commissioner Sherri Garrard. All members were in favor of the Minutes by stating (I).
- **MAYOR REPORT: Mayor Patricia Williams**
 - ✚ **Thursday November 11, 2022, Veterans Day** We honor all military veterans that served in the US Armed Forces. Thank You for willingly serving your country, your sacrifices, courage, and dedication to keeping us safe.
 - ✚ **Enclosed in the November Water bill** will be the **Planning Board Application Policy**; the **Amended Parking Ordinance**, and the **Care for You Water System Regulatory Reminder**
 - ✚ **Thomas Day Art Walk in Milton on Saturday October 15, 2022** was a Great Success There were many visitors that had never been to Milton before.
 - ✚ **The joint Council Meeting with the County Commissioners, Town of Yanceyville and the Milton Town Board** will be held **Thursday November 17, 2022**, at 6:00 p.m. hosted by the Town of Milton

PRESENTATION: Auditor Tony Brewer presented the approved of the Audit

- ✚ **Thanked the Mayor and stated we work for you guys.**
- ✚ **Any questions or concerns the door is always open.**

- ✚ **Audit binder before and a guide which shows the comparison between 2021 and 2022 Highlights what I (Tony Brewer) will show.**
- ✚ **New Part: Performance Indicators that started last year.**
- ✚ **Page 1 in the binder: Opinions-- Accountability received an unqualified or clean opinion. This means that the financial report fairly represents books and records as of June 30, 2022, based on audit procedures.**
- ✚ **Page 3-11 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, then the Schedules, the schedules are really the details behind the Exhibits**
- ✚ **Starting on page 34 General Fund: Tax Collections was down about \$3,767.00 Local Options Sales Tax was up \$9,606.00, over all Revenue was up \$36,865.00. Note the town received a Grant from the County for \$31,000.00, the increase in Revenue of 36,865.00, the \$31,000.00 from the county was the bulk of the increase.**
- ✚ **Total Expenditures were up about \$13,162.00 over 2021. Noted increases in the expenditures was due to donations expenditure of \$15,277.00.**
- ✚ **Page 38 Water Sewer Fun: Total Revenue was down by \$2,512.00 over 2021 and Expenditures were up about \$15,157.00. Noted increases were all to do with Repair and Maintenance. Expenditures were exactly the same all the way down except for the large Repair and Maintenance. (Due to age of the system)**
- ✚ **To compare both years for Water and Sewer, Revenues were greater than Expenditures by \$1281.00 compared to \$3950.00 in 2021. Year 2022 includes \$15,000.00 transfer from the General Fund. Basically in 2022 the Water Sewer Broke even with \$15,00.00 help from the transfer from the General Fund. In 2021 the Town's bottom line Water Sewer increased by \$4000.00 with no transfer. The difference is Repairs and Maintenance doubled (\$69,835.00)**
- ✚ **Unassigned Fund Balance: Funds to be used for whatever you need to spend it on. 133% of current years expenditures. If you did not collect a dime in General Fund, you could stay open a year and four months. One of the Guidelines they look at. How much reserve you have if you did not collect anything.**
- ✚ **Collection Rate remains at State average 97.43%. Which is good for a small town. Collection rates fluctuates up and down.**
- ✚ **LGC will not be issuing unit letters. Therefore, the Auditor is now required to report to the governing body Financial Performance Indicators and notify the governing bodies of their requirements to submit and response to LGC if there are Financial Performance Indicators of concern or if the Audited Financial Statements includes one or more significant deficiencies, material weaknesses or other findings.**
- ✚ **New requirement under North Carolina Administrative Code for Governing bodies to submit a response to those indicators. The governing bodies is required to develop a response to the Auditor's findings, recommendations, and physical matters. This response must be signed by the majority of the members of the governing bodies and be submitted to the LGC within 60 days of the Auditor's presentation addressing each significant deficiency, material weakness or other audit findings and provide a plan to address each financial performance indicator**

concern. (Response to the Auditors Findings) Submit it online.

- ✚ Auditor Explained the Performance Indicators of Concern: General Fund 71% minimum 132% average unit your size and Milton is 132.57% showed Graph-Read Explanations to the right
- ✚ Page 2: Water Sewer Performance Indicators -Operating Income or Loss-Rates are not covering the operating expenses and debt service payments. This needs to be addressed in the response letter. (Explained)
- ✚ 2nd Performance Indicator: Unrestricted Cash-Indicates how many months' worth of expenses (including debt principal and interest but not depreciation) the town can pay based on the unrestricted cash at year-end. The minimum requirement is 16% or two months. Milton is at 12.69% as of June 30, 2022, LGC want to see at least 16%. LGC wants to know how or what are Milton's plan to get this percentage up.
- ✚ Only one different from last year is #7 It appears that your Water Sewer Fund has transfers in for the support of operations that are greater than 3% of the total of operating expenses. (LGC is aware of the special circumstances here in Milton.) Explained The rate structure of the Water Sewer Fund should support the operating expenses of the fund without operating subsidies or transfers from other funds.
- ✚ Page 3: General Performances Indicators: 1st Collection of Budgeting ad valorem taxes—Local government did not collect 3% or more of its budgeted ad valorem taxes. This could be an indicator of negative economic events, inaccurate budgeting, and /or issues with the collection process. Uncollected revenues at the 35 level represent several pennies of the tax rate. (Audit Book Page 35) Explained **example**
- ✚ #15 Update-General Fund no Performance Indicators—Water Sewer Fund you have 3 with two talking about the same thing. Overall, you have 3 to address (1) Ad Valorem, Unit assistance, and #16 Material Weakness (Auditors handout attached to November 2022 Minutes.)

STAFF REPORTS: Sharon Williams Presented the General Fund first quarter through October 2022. Sharon Williams stated our Revenue was **18%** and Expenditures at **24%**. Target was **33%**. Below target. Property Tax will start coming in in November and December. Reason Revenue is low right now. Investment Account is bringing in more now because the rates are higher. FICA **65%**

Water Sewer Fund our Revenue is at **31%**. Expenditures is at **29%**. Target **33%** Maintenance is at **29%** less than the target. **Bank Accounts: General Fund Bank Account: End of October 31, 2022 --\$14,417.83** and last Tuesday November 01, 2022, it was **\$17,074.24** (outstanding checks.) Water Sewer Fund at the end of October 2022 was **\$32,528.56** and last Tuesday November 01, 2022, it was **\$27,209.27**. Our North Carolina Capital Management Trust is at **\$47,073.05 non has been spent**. North Carolina Capital Management Trust is at **\$125,820.80**. Bank Statements attached.

- ✚ Customer had a major leak and they had it repaired 28,000 gallons over. Explained
- ✚ Needed is the plumber's invoice showing repair work has been completed. Leak was between the house and the water meter.
- ✚ Wait on the plumber's invoice, wait until next month to approve it.

PUBLIC COMMENTS: N/A

OLD BUSINESS:

SECURITY CAMERAS IN TOWN (recapped last month's discussion) Sheriff Department has been notified. Vandalisms: signs, flowerpots, water meter was turned off, gone on private property and vandalized. **Discussion** Commissioner Sherri Garrard will check into cost and installation. Will get public opinion or comments.

NEW MILTON WEBSITE: Mayor Patricia Williams discussed the new webpage idea that was discussed last month. Discussed websites sent to her. We need an Ordinance that would talk about the requirements called Website Governing Policy. These would be rules to guide the day-to-day work of the web team that would input the data or information on the website. **Discussed** paying with online banking. **Discussed** forming a subcommittee. Commissioner Valerie Sottile and Sherri Garrard will look into the new webpage idea. (Mayor Patricia Williams will send out Three websites to review.)

Commissioner Valerie Sottile: Update on Planning Board Member Vacancy
There is not an update because the information and application will be going out in two days in the water bill. The Planning Board will review what comes in, should be completed by December 05, 2022, and the Planning Board will bring the applicants to the Commissioners December 13, 2022. Only have one applicant so far.

Public Hearing: Updating the Articles 12-16 to comply with the North Carolina General Statue 160-D **Packet will be attached to Minutes** Mayor Patricia Williams Reviewed on white board and explained each change: **Section 12.9**—Violation of Non-Conforming Situations—**Section 13.2**-Proceedings of the Zoning Bord of Adjustment--**Section 13.5 – Number 4 Conditional Use Permits/ Business Application--Section 13-6 Appeals from the Board of Adjustment(As defined in NCGS 160D-405 and NCGS Article 14, 160D-1403.1—Article IV—Section 15.3—NUMBER 1) NUMBER 6—15.4 Number 4 last Paragraph—Section 15.6 as defined in 160D Article 4)Section 15.6.1 Violations (C Appeals (NCGS 160D-405)—(D Notice of Decision)NCGS 160D-406(J) Article XV Section 15.6.4 (E) NCGS 160D-404 OR NC Building Code.** They will be added to our one-page website as soon as it is approved. Adopted on today's date November 08, 2022, by the Board of Commissioners. Motion to accept these Ordinances as they have been presented tonight November 08, 2022. It was motioned by Commissioner Cathia Stewart to accept the Ordinances presented tonight by Mayor Patricia Williams and seconded by Commissioner John Wallace Jr. All were in favor of accepting the Ordinances.

NEW BUSINESS: Mayor Patricia Williams: Resolution Hazard Mitigation Plan:

- **Contacted by the Department of Homeland Security (FEMA) from research they found Milton has a flood zone. That Flood Zone is located at Country Line Creek. **Explained** they required the town to have a Resolution adopting the Hazard Litigation Plan. No Grant monies or help will be given in the future if the HLP is not adopted.**
- **Website will be placed on the back of the water bill if you have questions.**

- **Motion to approve the Resolution: Commissioner John Wallace Jr. made the motion to approve the Resolution and Commissioner Valerie Sottile seconded. All were in favor.**

COUNCIL MEMBERS REPORTS: Shirley Wilson, Town Clerk: No EDC Meeting will be held on the second Monday November 14, 2022, at 1:00 p.m.

CLOSE OF MEETING: Mayor Patricia Williams asked for a motion to adjourn the meeting. **Commissioner Sherri Garrard** motioned to adjourn the meeting and second by **Commissioner Valerie Sottile**. All members were in favor. **Time: 8:56 pm**

Minutes humbly submitted by: Shirley Wilson