

**MILTON NORTH CAROLINA TOWN HALL/TDH**  
**TUESDAY: January 12, 2021----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, **Zoom:** Commissioner Cathia Stewart, Commissioner Valerie Sottile, Commissioner John Wallace Jr., Sharon Williams, Finance Officer

**ABSENT:** Commissioner Lisa Brandon

- **APPROVALS: Mayor Patricia Williams** called for approval of the **January 12, 2021**, Agenda. It was motioned to approve the Agenda with the amendments for **January 12, 2021**, by Commissioner Cathia Stewart. Second by Commissioner Valerie Sottile. All members were in favor. **Mayor Patricia Williams** asked for the approval of the **December 08, 2020**, Minutes. Commissioner John Wallace Jr. motioned to approve the **December 08, 2020**, Minutes as they stand and second by Commissioner Cathia Stewart. All members were in favor of the Minutes by stating (I).

**AUDITORS REPORT: Mayor Patricia Williams** introduced the auditor Tony Brewer with the Eddie CPA Firm Tony Brewer thanked the Mayor and Commissioners for using the Eddie Firm and allowing him to be back again this year. He stated we work for you all. If you have any questions or concerns that we can help you with, please feel free to give us a call. Tony stated he was going over some financial highlights for the year. On Page (1) you will find the Opinion: The Town of Milton received an Unqualified or Clean Opinion for year ending 6/30/2020. What this means is the Financial before you they fairly represent the Books and Records of the Town of Milton as of June 30, 2020, based on the Audit Procedures. As you turn through your Audit on pages 2-11 is the MD&A (Management Discussion and Analysis) This section is written in a more Layman's terms. It talks about where the town is, a little bit about where it has been, and a little bit about where it is going. This is a good place to remind you that the Audit is a Public Document. The public can come in at any time and request a copy. After the MD&A comes the Exhibits then comes the Notes then the Schedules. I would like to spend some time with the highlights because the Schedules really shows the details behind the Exhibits. Starting on Page 36 we have the General Fund its highlights are Tax Collections were down about \$4700.00.

Also, the Local Option Sales Taxes are up about \$1000.00 for the year and overall, the Total Revenues were down about \$4400.00. The Bulk of this came from the Tax Collections being down a little. As for the Expenditures the Total Expenditures for the Town were down about \$4000.00 over 2019. Some noted decreases in the Expenditures for the year was associated with the Building and Grounds Expenditures. In 2019 the Town had replaced about \$9000.00 worth of Fire Hydrants in 2019 of course that was not done in 2020 so that is a good explanation for the difference between why that went down so much. For the Year Bottom Line Revenues were over Expenditures or greater than Expenditures by about \$3970.00. That was compared to a loss of \$98,501.00 in 2019. That 2019 Loss was due to a Transfer of \$112,000.00 to the Water Fund. This year 2020 you only Transferred \$10,000.00. YOU COMPARE BEFORE THE TRANSFERS. After the General Fund on Page 38 you will see the Water & Sewer Fund. For the year, the Total Revenues were up \$13,000.00 over 2019. Total Expenditures were up \$14,000.00. Some of the noted increases in Expenses were in Maintenance and Repairs. To compare both years for the Water & Sewer without the Transfer. The transfer in 2019 sort of muddies the water when comparing the years. So, if we compare without the Transfer the Expenses were over Revenues \$8000.00 in 2020 compared to \$7000.00 in 2019. Without the transfer in 2019 both years were very comparable as far as the bottom line being remarkably close to the same. In 2021 the year we are in borrowing any big transfers you should see that comparative level out so there is not so big of a fluctuation there. Another thing to note is the Fund Balance for the General Fund stands at 185% of the current year Expenditures. If the Town keep spending in the General Fund the way, it spent in 2020 and did not collect any money you can stay open about a year and 9 months. What is a good percentage? The Town of Milton has a small tax base your percentage needs to be on up there above 100% because it only takes one little thing to really hurt Milton as far as tax flow quickly. It is hard to answer that question what percentage is the best because it varies according to the Town tax base. For you guys had to do major repairs it would take you longer to recover from it. You guys need that extra reserve in case something was to happen. Look at the Collection Rate; the Town of Milton is close to the State Average you are 96.67% and the State Collection Rate is 97%. Collection Rates for small towns is especially important, especially for you guys because you have a smaller tax base 1% in Collections mean a lot of dollars for the town of Milton. Tony Brewer stated if anyone has questions, I will be glad to answer. Mayor Patricia Williams thanked Tony Brewer for his explanation of the 2020 Audit. Mayor Patricia Williams stated that we had just a few pages sent to us from Sharon Williams our Finance Officer so after we get our full hard copy from you and the Commissioners have studied it, we may have questions at that time. It has been difficult to go through the electronic generated copy. Mayor Patricia Williams asked all the Commissioners if they had questions. (N/A) Mayor Patricia Williams asked Tony Brewer when will we get a hard copy? Tony stated they were mailed this morning (January 12, 2021). Things just got approved due to COVID.

#### **MAYOR REPORT: The Milton Post Office Update**

- The USPS Design and Construction Department anticipate the Construction Set complete in four weeks.
- Bidding on the project will take another four to five weeks.
- Construction Completion will be 90-120 days from that point this include coordinating the delivery of the Modular. Estimated Completion of the Milton Post Office will be sometime this summer. No one willing to give a final date due to the circumstances of

being in this pandemic.

- A Civil Engineer has been hired by USPS and has been in contact with the Milton Planning Board. Things are moving forward with Milton getting a New Post Office.
- The Milton Planning Board has a member that is working towards putting Milton Ordinances online. This is time consuming but after completion this will make Milton Town Ordinances available to anyone.
- **The Utility Assistance offered by Caswell Fund** has been extended under the second Public Release Stimulus Bill that was just passed. Please take advantage of this help offered from Federal Funds which is the **CARES ACT** Monies for outstanding bills of Water, Electricity and Rent. It is a one-time per person up to \$500.00 Assistance. The Milton Town Hall has applications available for anyone that needs one.
- **COVID 19 Update: Caswell County** now has 1048 confirmed cases up from 434 reported last month; **Milton Zip Code** has **98** confirmed cases up from **60** reported last month and still only (1) death.
- **The Maderno Vaccinations** are starting in Caswell County with the Caswell County Health Department and North Village Pharmacy for those people who are 75 and above. Also include **Essential Workers**. You can call the Health Department at 336-694-4129 to put your name on a list to be notified when you qualify for the vaccine. When you go to that number -go to the operator and the operator will take your information that will put you on a list. You will be contacted either by your email, Text, or phone number.
- Caswell County no Longer just serve Caswell County Resident for the vaccine. They have opened the borders to surrounding counties.
- **The Senior Center in Yanceyville** is having a Saturday Day Clinic this week for anybody that is 75 and up. Call the Senior Center to put your name on the list.
- Remember Cold and Flu Season has arrived. **Active Flu Cases here in Caswell County: Not too late to get a Flu Vaccine.** Please be diligent in practicing wearing a face covering, social distancing, and washing your hands. If you have any symptoms go and get tested to rule out COVID-19. There are **2 free Testing Sights:** open for anyone to go to be tested. You do not have to be a Caswell County resident. Those two sites are **Pelham Community Center**, and the **Caswell County Health Department**. Appointments are not necessary, but you do need to call to hear the days and times. **Days and Times may change due to increased numbers.**
- If you are interested in being on the **Caswell County Alert System**, please call **336-694-5177** or go online at **[caswellcountync.gov/emergencydeltaalertsysteem](http://caswellcountync.gov/emergencydeltaalertsysteem)**. to sign up to be alerted for any type of weather forecast. Text, email, or phone call.
- **Representative Grey Myer:** Excited about the North Carolina Department of Information Technology Grant Award to Caswell County. Last year **Representative Grey Meyer worked with Senator Phil Berger to pass Legislation** that would make Caswell County have access to approximately **1.5 million in Broad Band Expansion Fund** that could be used as soon as this year. **Meyer** has been working with the **Department of Information Technology and the Caswell County Commissioners** to make sure this **Funding** would be beneficial to as many residents as possible.
- **Governor Cooper** announced a 1.5 million Grant to expand Internet access in Caswell County. His news released said that an additional **2,857 Households and 61 Businesses in Caswell County** will soon have access to **High-Speed Internet** thanks to a more than **1.5 million Grant. The North Carolina Department of Information Technology**

**Broad Band Infrastructure Office awarded the Rural Economy with access to Technology Grant to River Street Wireless of North Carolina to expand Broad Band and Infrastructure in Caswell County.**

**STAFF REPORTS: Sharon Williams Presented the** General Fund documentation through the end of December 2020. Sharon Williams stated our **target was 50%** General Fund our **Income** at the end of December was 23%. We received a large portion of our March Property Tax.

**Expenses** are at **36% below the target**. Commissioner John Wallace asked how much was the Property Tax that came in. Sharon Williams stated over **\$19,000.00**.

Water Fund our Revenue is at 56% above the target. Expenses year to date is at 41%. **Bank Accounts:** General Fund Bank Account: \$8200.00. This week January 05, 2021, we are at \$1164.00. Water Sewer Fund at the end of December was at \$24,800.00. As January 05, 2021, it was \$23,300.00.

Our North Carolina Capital Management Trust is down to **\$78,400.00 until we Transfer money back for the fire hydrants**.

**Shirley Wilson:** Thanked everyone that has helped with the Funding that was given to Milton to help our resident with Food Insecurities. We are distributing to as many people as we can. If you know of anyone that need help, please let us know. Thank You to the Mayor of Milton, Commissioners, Milton Baptist Church, and High Street Baptist Church for the support.

**OLD BUSINESS:**

**NEW BUSINESS: Mayor Patricia Williams:**

- **Budget Officer for 2021** We need to elect a Budget Officer for 2021. Mayor Patricia Williams explained the position and job description. Commissioner Valerie Sottile stated she would nominate Commissioner John Wallace if he would accept. Commissioner Cathia Stewart nominated Town Clerk Shirley Wilson. Shirley Wilson stated she would help them like she did last year. Commissioner Valerie Sottile motioned that Commissioner John Wallace will continue as the Budget Officer and Shirley Wilson will assist like last year. Commissioner Cathia Stewart second the motion. All were in favor.
- **Bonus for our four staff members: Mayor Patricia Williams explained them being essential.** Mayor Patricia Williams she suggested \$100.00 and asked for a discussion from the Commissioners. Commissioner Cathia Stewart stated this is a great idea, Commissioner Valerie Sottile stated she agreed, and we should show our appreciation for their hard work and wish it could be more. Commissioner John Wallace agreed. It was motioned by Commissioner Cathia Stewart and Commissioner John Wallace second by that the four essential workers receive a \$100.00 Bonus.

**COUNCIL MEMBERS REPORTS: Commissioner Cathia Stewart: EDC Reports** November 2020 and December 2020 and she will have one for each month for year 2020. Mayor Patricia Williams asked a question about the website in the EDC meeting. Shirley Wilson stated Milton will have a page and should be embedded and will contact the Mayor of Milton through email.

**Commissioner John Wallace** has a suggestion about the **Alarm System**. Stated it has such a short time span to cut on and off you can hardly get in or out. **Mayor Patricia Williams** suggested that **Shirley Wilson** contacts the **President of TDH** to ask the **Board** to extend the time for turning the **Alarm on and off**.

**PUBLIC COMMENTS:**

- **Tracy Bland: Scanning of Ordinances is going well with the PDF File. Last Hydrant outside Town on 62 been looked at.**
- **Samantha McCraw:**
- **Not enough information on the Agenda**
- **How many Transfers are we doing to the Water Fund (Frowned upon, New Auditor**
- **Number given was Caswell EMS (336-694-5177) Updated Phone Number**
- **Donation to the Town Where does it go (Water Fund, General, Do the donor designate)**
- **Capital Management**
- **Budget Officer (Already on Town Council) Application**

**CLOSE OF MEETING: Mayor Patricia Williams** asked for a motion to adjourn the meeting. **Commissioner Cathia Stewart** motioned to adjourn the meeting and second by **Commissioner John Wallace**. All members were in favor. Time: 8:00 **pm**

**Minutes humbly submitted by: Shirley Wilson**