

**MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON DECEMBER 5, 2022 AT 7:00 P.M. IN THE COUNCIL CHAMBER AT MIDWAY TOWN HALL, 426 GUMTREE ROAD, MIDWAY, NORTH CAROLINA**

**CALL TO ORDER**

Mayor John Byrum called the meeting to order.

Councilor Keith Leonard gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Councilors present were: John Byrum, Keith Leonard, Mike McAlpine, Berkley Alcorn., and Robin Moon. Absent: Jackie Edwards. Town Manager Tammy Michael, Town Clerk Linda Hunt, and Town Attorney Jim Lanik were present.

Each Councilor had been furnished an agenda prior to the meeting.

There were no members of the press in attendance.

**APPROVAL OF MINUTES**

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Robin Moon, Council voted unanimously to approve the minutes of the November 7, 2022, 2022 regular meeting as presented.

**PUBLIC ADDRESS** – Members of the public may address the Town Council on items both listed and not listed on the printed agenda. Please state your name and address and observe the three-minute time limit.

There were none.

**ADOPT AGENDA**

On motion by Councilor Keith Leonard, seconded by Councilor Robin Moon, Council voted unanimously to adopt the agenda as presented.

**REGULAR BUSINESS**

**PRESENTATION – AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2022 – EDDIE CARRICK, CPA, PC**

Auditor Tony Brewer of Eddie Carrick, CPA, PC presented the audit report for fiscal year ending June 30, 2022. Mr. Brewer reported the Town received an “unqualified opinion.” An unqualified opinion is an independent auditor’s judgment that the Town’s financial statements are fairly and appropriately presented, without any identified exceptions, and in compliance with generally accepted accounting principles (GAAP).

Mr. Brewer stated the audit report is a public document and appointed out that pages four to eleven (4-11) provide a narrative overview and analysis of the financial activities of the Town of Midway for the fiscal year ended June 30, 2022. Mr. Brewer stated these pages are written in layman’s terms and encouraged readers to read the information presented in conjunction with the additional information that has been furnished in the Town’s financial statements.

**Financial Highlights**

- The assets and deferred outflows of resources of the Town of Midway exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$10,404,220 (*net position*).
- The government's total net position increased by \$1,345,476, due to increases in the governmental type activities net position.
- As of the close of the current fiscal year, the Town of Midway's governmental fund reported an ending fund balance of \$6,849,441 with a net increase of \$638,393 in fund balance. Approximately 45 percent of this total amount, or \$3,085,654, is restricted or assigned.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$3,762,890, or 217 percent of the total General Fund expenditures for the fiscal year.
- The debt for the Town decreased by \$8,222 due to an increase in accrued vacation of \$243, and a decrease in net pension liability of \$8,465.

Mr. Brewer stated that the Town tax collection rate is 98.64%.

Mr. Brewer also noted that with the current available Fund Balance, the Town could operate twenty-five (25) months if no taxes were collected.

Mr. Brewer reminded Council of the changes and requirements that were issued by the Local Government Commission (LGC) regarding response to the Independent Auditor's Findings, Recommendations, and Fiscal Matters. The LGC no longer issues unit letters notifying a governing body of deficiencies in an audit. Governing bodies are now required to submit responses to the LGC if it has been determined by the auditor that there are areas of concern. No deficiencies were found in the audit for the Town of Midway for fiscal year ending June 30, 2022.

A complete copy of the Audit Report for Fiscal Year ending June 30, 2022 is on file at Town Hall and on the Town's website at [www.midway-nc.gov](http://www.midway-nc.gov) for public inspection.

**CONTRACT RENEWAL – WILLIAM Z. DILLON D/B/A DILLON OUTDOORS – LAWN AND GROUNDS MAINTENANCE**

Town Council was presented with a contract renewal with William Z. Dillon D/B/A Dillon Outdoors for lawn and ground maintenance.

Exhibit A outlines the scope and hourly rates for lawn/grounds maintenance services for the Town Park area, Town Hall, Fred Sink Road (along the fence line) and the Town Hall Parking Lot (snow removal).

Exhibit B outlines the lawn/maintenance costs for the outlying areas of Gumtree Road fence line, Country Lane fence line and pump station, and Town of Midway decorative signage, etc.

Town Attorney Jim Lanik has reviewed and approved the Independent Contractor's Agreement with Dillon Outdoors.

Staff recommends Council approve renewal of the contract with Dillon Outdoors for a period of two (2) years, with an automatic renewal for one (1) additional year.

On motion by Councilor Mike McAlpine, seconded by Councilor Keith Leonard, Council voted unanimously to approve renewal of the contract with William Z. Dillon D/B/A Dillon Outdoors for Lawn and Grounds Maintenance as outlined in Exhibits A and B for a period of two (2) years, with an automatic renewal for one (1) additional year.

**CONTRACT RENEWAL- EXECUTIVE CLEANING SERVICE – TOWN HALL**

Town Council was presented with a contract renewal with Executive Clean Service, a division of Land-Tek GMS, Inc. for Town Hall cleaning services.

Exhibit A outlines the scope of services for monthly and quarterly cleaning services of Town Hall.

Exhibit B outlines the cost for monthly cleaning of Town Hall and the cost for any additional services as may be needed such as window/carpet cleaning and stripping and waxing the breakroom/kitchen floor.

Town Attorney Jim Lanik has reviewed and approved the Independent Contractor’s Agreement with Executive Cleaning Service.

Staff recommends Council approve renewal of the contract Executive Cleaning Service for one (1) year.

On motion by Councilor Robin Moon, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to approve renewal of the contract with Executive Cleaning Service, a division of Land-Tek GMS, Inc. for Town Hall cleaning services for a period of one (1) year.

**CONTRACT RENEWAL – K&V HEATING AND AIR CONDITIONING, INC. – MAINTENANCE OF HVAC SYSTEM AT TOWN HALL**

Town Council was presented with a contract renewal with K&V Heating and Air Conditioning, Inc. for the maintenance of the HVAC system at Town Hall.

Exhibit A outlines the scope of services and cost of maintenance of the HVAC system at Town Hall in the spring and fall for 2023 at a total cost of \$763.26.

Town Attorney Jim Lanik has reviewed and approved the Independent Contractor’s Agreement with K&V Heating and Air Conditioning, Inc.

Staff recommend Council approve renewal of the contract with K&V Heating and Air Conditioning, Inc. for one (a) year.

On motion by Councilor Robin Moon, seconded by Councilor Berkley Alcorn, Council voted unanimously to approve renewal of the contract with K&V Heating and Air Conditioning, Inc. for maintenance of the HVAC system at Town Hall for a period of one (1) year.

**ADOPTION OF HOLIDAY SCHEDULE FOR 2023**

On motion by Councilor Keith Leonard, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to adopt the Holiday Schedule for 2023.

**2023 TOWN OF MIDWAY HOLIDAY SCHEDULE**

|                             |                           |
|-----------------------------|---------------------------|
| New Year’s Day              | Monday, January 2, 2023   |
| Martin Luther King, Jr. Day | Monday, January 16, 2023  |
| Good Friday                 | Friday, April 7, 2023     |
| Memorial Day                | Monday, May 29, 2023      |
| Independence Day            | Tuesday, July 4, 2023     |
| Labor Day                   | Monday, September 4, 2023 |
| Veterans Day                | Friday, November 10, 2023 |

|              |                              |
|--------------|------------------------------|
| Thanksgiving | Thursday, November 23, 2023  |
|              | Friday, November 24, 2023    |
| Christmas    | Monday, December 25, 2023    |
|              | Tuesday, December 26, 2023   |
|              | Wednesday, December 27, 2023 |

**SPECIAL PRESENTATION**

On behalf of Town Council, Mayor Byrum presented Town Clerk Linda Hunt with the Key to the Town in recognition and honor of her fifteen years of outstanding and meaningful service to the Town as Town Clerk. Mrs. Hunt is the first recipient of this award. Town Council was given the opportunity to make comments after the presentation. Council expressed their heartfelt appreciation for her years of dedicated service, stating she was instrumental in guiding the first Council in the right direction and keeping them on track. Also in attendance for the presentation was Former Mayor George Byrum and Former Councilor Todd Nifong who expressed their sincere appreciation for her work as Town Clerk. Planning Board Chairman Charles Waddell and Town Attorney Jim Lanik also commented on working with Mrs. Hunt over the years and her committed service to the Town.

Mrs. Hunt began her career with the Town at the inaugural meeting of the first-elected Midway Town Council on December 3, 2007 and also served as Interim Town Manager for one year.

**TOWN MANAGER’S REPORTS**

**MONTHLY FINANCIAL REPORT**

Town Manager Tammy Michael provided Council with monthly financial reports for November 2022 as follows:

**NOVEMBER 2022**

|                |             |                         |
|----------------|-------------|-------------------------|
| Total Income   | \$1,255,538 | 73.3% of overall budget |
| Total Expenses | \$1,971,356 | 43.6% of overall budget |

For information only.

**TOWN PARK UPDATE**

**1. SHELTER & GAZEBO & WALKING TRAIL**

- Gazebo is complete with the exception of landscaping
- Town Park Shelter is approximately 90% complete
- Collaborating with KNC for additional security cameras - In process
- Collaborating with Duke Energy for additional lighting - In process
- Paint color selected and painting in progress
- Collaborating with architects to select uniform and cohesive signage for the park, process will begin closer to completion

**2. PLAYGROUND – No changes from October**

- Umbrella shades installed
- Areas of pour n play surfacing repaired

**3. Additional SCIF Grant will be used for Town Park Shelter landscaping and furnishings.**

- Grant money was deposited in Midway’s account
- Selection of landscaping and furnishings to begin

**REMINDER – TOWN HALL CLOSED IN OBSERVANCE OF HOLIDAYS**

Town Hall will be closed on Friday, December 23 and Monday and Tuesday, December 26 and 27, 2022 for Christmas and Monday, January 2, 2023 for New Year's Day.

Reminder only.

**REMINDER – NEXT TOWN COUNCIL MEETING – TUESDAY, JANUARY 3, 2023**

Due to New Year's Day falling on the regular Town Council meeting date, the next Town Council meeting will be held on Tuesday, January 3, 2023.

Reminder only.

**NEW TOWN HALL HOURS**

Town Manager Tammy Michael announced that the new temporary Town Hall hours would be Monday, Wednesday and Thursday from 9:00 a.m. to 3:00 p.m. Staff will be available by telephone other hours.

**ADJOURNMENT**

On motion by Councilor Robin Moon, seconded by Councilor Keith Leonard, Council voted unanimously to adjourn the meeting.

---

John E. Byrum, Mayor

---

Linda A. Hunt, Town Clerk