

**TOWN OF LITTLETON
BOARD OF COMMISSIONER'S MEETING**

April 7, 2008

AGENDA

1. Call regular meeting to order at 7:30 p.m.
2. Pledge of Allegiance.
3. Consider and approve minutes of meeting(s) held in March, 2008.
4. Approve for payment bills made in March, 2008.
5. Citizens concerns.
6. Budget Amendments.
7. CDBG Window Fashion Resources, Inc. Drainage Improvement Project (CDBG #07-E-1736) :
 - a. Adopt Citizen Participation Plan
 - b. Adopt **Resolution for the Town of Littleton Procurement Plan (R-08-004)**
 - c. Authorize Representative to sign Certifications Regarding Debarment, Suspensions and Other Responsibility Matters.
8. CDBG East End Infrastructure Project (07-C-1720):
 - a. Adopt **Grant Project Ordinance (O-08-001)** .
 - b. Adopt **Resolution by Governing Body Pertaining to Community Development Block Grant (CDBG) for Infrastructure (R-08-005)** authorizing the Mayor and Town Clerk to sign and attest all documents and instruments required for the grant.
 - c. Adopt **Resolution for CDBG-Infrastructure Grant –Related Plans & Procedures (R-08-006)**.
 - d. Authorize Mayor to execute contract with Upper Coastal Plain Council of Government for Grant Administration.
9. Consider release of personal property taxes for Preferred Properties – listed incorrectly; tax amount \$474.08, interest ***\$16.59 (see fax from Halifax County)***
10. Consider 2008-09 Audit Proposal from Flowers, Stanley & Redman.

2008-09 Audit \$5,400	2007-08 \$5,000
Prep. of Financial Statements \$1,400	2007-08 \$1,300
Work Paper Review (if required) \$100/ hour	
Total of Proposal \$6,800.00 plus AFIR (Annual Financial Information Report)	
11. Commissioners reports on activities in March, 2008.
12. Adjourn.

The Board of Commissioners of the Town of Littleton held their regular meeting April, 7, 2008, at 7:30 p.m. at the Town Hall. Present were Commissioners Patrick MacRae, Betty Willis, Billy Matthews and Terry Newsom and Town Attorney Gilbert Chichester.

Mayor Hawfield opened the meeting with the Pledge of Allegiance.

Commissioner Willis made a motion, seconded by Commissioner Matthews to approve the minutes of the meetings held in March. The motion was voted and carried.

Referring to the March bills, Mayor Hawfield pointed out that the gear box had been installed at the wastewater treatment plant, the first payment on the police car had been made, and the painting of the Window Fashion Resources building had been completed for \$5,000.00. Commissioner Newsom made a motion, seconded by Commissioner Willis, to pay the bills made during the month of March. The motion was voted and carried.

Lorenzo Sykes questioned the procedure for putting a trailer on East End and was told to submit his plans to Jim Skilton (Zoning Administrator) for review to determine if the Board of Adjustments would have to consider his request.

Commissioner MacRae made a motion, seconded by Commissioner Newsom, to adopt the budget amendments as presented. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Mayor Hawfield advised the Stormwater Grant in the amount of \$477,137 to improve the drainage system, awarded due to Window Fashions Resources, would do a lot of repairs including repairs to the bridges on Ferguson and Warren Streets.

Commissioner Willis made a motion, seconded by Commissioner MacRae to adopt the Citizen Participation Plan (CDBG-ED). The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Willis made a motion, seconded by Commissioner MacRae, to adopt the **Resolution for the Town of Littleton Procurement Plan (R-08-004) (CDBG-ED)**. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Willis made a motion, seconded by Commissioner MacRae, to authorize a representative to sign "Certifications Regarding Debarment, Suspensions and Other Responsibility Matters" (CDBG-ED). The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Following Mayor Hawfield advising the CDBG grant for \$269,496 was for water line installation in the East End area, Commissioner Willis made a motion, seconded by Commissioner Matthews adopt the **Grant Project Ordinance (O-08-001) (07-C-1720)**. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Newsom made a motion, seconded by Commissioner Matthews to adopt the **Resolution by Governing Body Pertaining to Community Development Block Grant (CDBG) for Infrastructure (R-08-005)** authorizing the Mayor and Town Clerk to sign and attest all documents and instruments required for the grant. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Willis made a motion, seconded by Commissioner Willis made a motion, seconded by Commissioner Newsom to adopt the **Resolution for CDBG-Infrastructure Grant –Related Plans & Procedures (R-08-006)**. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Willis made a motion, seconded by Commissioner Newsom to authorize Mayor Hawfield to execute the contract with Upper Coastal Plain Council of Government for Grant Administration. The motion was voted and carried.

Commissioner MacRae made a motion, seconded by Commissioner Newsom, to reduce Preferred Properties 2007 tax value to \$64,816 plus release the adjusted interest due to incorrect listing in the Halifax Tax Office. The motion was voted and carried.

Commissioner Willis made a motion, seconded by Commissioner Matthews, to accept the 2008-09 Audit Proposal from Flowers, Stanley and Redman at a price of \$6,800.00 plus the AFIR. The motion was voted and carried.

The Town Clerk gave the budget report for March; General Fund revenues YTD \$364,692.66 or 64%, expenditures \$391,869.87 or 69%, Water & Sewer Fund Revenues YTD \$283,719.68 or 76% and expenditures \$246,398.36 or 66%.

Commissioner Newsom gave the police report for March and asked the Board to consider adding dental insurance to the employee benefit package. The Clerk was asked to look into the cost.

Commissioner Willis reported the Town had purchased 2,547,000 gallons of water and sold 1,716,000 gallons, unaccounted for water had come down due to leaks found and repaired while working on the sewer lines. The WWTP had no inspections or violations and Keith Hamm had passed the Grade 2 Certification. Commissioner Willis also reported she had been elected to serve on the Executive Board of the Upper Coastal Plain Council of Government.

The Board of Commissioners discussed Chief Suggs request to ask the Town Attorney Mr. Chichester to work on evicting Horace Alston from a house on Ferguson Street. Due to the owner not responding to letters concerning the house, which had failed health inspections by Halifax County, Mr. Chichester would have to take legal action. Commissioner Willis made a motion, seconded by Commissioner Newsom, to authorize Mr. Chichester to proceed with action for the eviction of Horace Alston. The motion was voted and carried.

In response to a question from Mayor Hawfield concerning the condemned house on Mosby Avenue, Mr. Chichester advised there was a problem with the civil proceedings.

Commissioner Newsom made a motion, seconded by Commissioner Matthews to adjourn at 7:56 p.m. The motion was voted and carried.

Clerk