

**TOWN OF LITTLETON**  
P. O. BOX 87  
LITTLETON, NORTH CAROLINA  
27850  
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November 15, 2010

AGENDA

1. Call work session to order at **4:30 p.m.**
2. Mayor's remarks.
  - a. Repairs to Town Hall meeting room
  - b. Update on New Town Hall – review architectural plans for submission to County
  - c. Consider Ethics Policy
  - d. Policy on limb size for yard debris collection
3. Consider reinstating Chief Suggs' permanent full time status.
4. Consider sale of Police Truck
5. Adjourn.

**Next regular meeting scheduled Monday, December 6, 2010 at 6:30.\***

**Public Hearing for Special Use request from Keith Wilson – Monday, December 6, 2010  
at 6:00 pm**

The Board of Commissioners of the Town of Littleton held a work session Monday, November 15, 2010, at 4:30 pm at 114 E. South Main Street. Commissioners present were Patrick McAtee-MacRae, Heidi Hogan, Jimmy Kearney, Clara Debnam and Terry Newsom.

Mayor Betty Willis called the meeting to order at 4:35 pm.

Mayor Willis advised she had spoken with the auditor concerning OPBE requirements and if retirees could purchase health care benefits at the Town's group rate after retirement the Town would have to follow the OPBE reporting requirements. Following discussion, the Board agreed to vote on the matter at their next regular meeting.

Mayor Willis brought to the Board's attention the bill from RJ Burke Construction for work and repairs done to the current Town Hall building and explained what had been done. The roof had not been the main problem after all, the problem had been along the edges of the roof. The work wasn't finished and Mr. Burke was working up a proposal for additional repairs. Discussion followed

Mayor Willis asked the Board to consider limiting the size of limbs that would be picked up by the Town's street contractor to 3 feet. Commissioner Kearney advised he had looked up other small towns policies and they ran from 4 feet to 6 feet long and 4 to 6 inches in diameter. He recommended 5 feet long and 5 inches in diameter. Following discussion, Commissioner Kearney made a motion, seconded by Commissioner Hogan to limit the size of limbs and brush trimmings to 5 feet in length and 5 inches in diameter. The motion was voted and carried.

Commissioner MacRae suggested putting together a booklet of information on Littleton for new citizens and having a section on the website. He also suggested scanning and putting the Town's Code of Ordinances on the Town's website and offered to do the scanning. Following discussion Commissioner Debnam made a motion, seconded by Commissioner Newsom to allow Commissioner MacRae to scan the Code of Ordinances for placement on the Town's website. The motion was voted and carried.

Mayor Willis stated she had found a simplified and plain English Code of Ethics and following discussion, Commissioner Kearney made a motion, seconded by Commissioner Debnam to adopt the Code of Ethics. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Newsom stated the Police Department's Camaro was now in better shape mechanically than the Dodge truck and he recommended selling the truck instead of the Camaro as previously agreed. Commissioner Newsom made a motion, seconded by Commissioner MacRae, to keep the Camaro and sell the Police Departments Dodge truck. The motion was voted and carried.

Mayor Willis advised she had brought the plans for the New Town Hall for the Board to review and she would be taking the plans to Halifax Building Inspector for approval. The plans would then go to USDA so the funding for the Town Hall could be released. Commissioner Hogan stated she really didn't like the idea of a raised dais and during further discussion, Commissioner MacRae stated it was his understanding Mayor Willis was saying the plans would not have to be followed exactly and Mayor Willis agreed. Commissioner Hogan stated she hoped a sound/ microphone system of some sort was included. Commissioner Debnam made a motion, seconded by Commissioner MacRae to move forward with the Town Hall and submit the plans to the building inspector and then to USDA. The motion was voted and carried.

Mayor Willis advised there would be a Public Hearing before the regular meeting December 6, at 6pm to consider a special use permit for Keith Wilson.

Commissioner Hogan handed out and information packet on what was happening with the Library. They were still in line if the appropriation was unlikely to go through. Mr. Haddad had recommended reapplying in December. Commissioner Hogan discussed other options including tying the Library to an Economic Development project and working with Blue Cross and Blue Shield on a wellness grant, like a bike trail.

Following discussion including the budget and not replacing officers that resign, Commissioner MacRae made a motion, seconded by Commissioner Newsom, to appoint James "Mike" Suggs as the permanent full time Chief of Police at his former salary. The motion was voted and carried.

Following discussion including Waylon Medlin was no longer acting Chief of Police, Commissioner Newsom made a motion, seconded by Commissioner MacRae, to reduce Medlin to his July 1<sup>st</sup>, 2010 salary in the amount of \$564.14 per week. The motion was voted and carried.

Commissioner MacRae asked about getting an organization, possibly a nonprofit, to work on the Museum that would be housed in the new Library. Mayor Willis there was no need until funding sources had been identified.

Commissioner Kearney made a motion, seconded by Commissioner Newsom, to adjourn at 6:30 pm. The motion was voted and carried.

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Clerk