

TOWN OF LITTLETON

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June 6, 2011

AGENDA

1. Call meeting to order at 6:30 p.m.
2. Pledge of Allegiance.
3. Invocation.
4. Consider approval of minutes of meeting(s) held in May, 2011.
5. Approve for payment bills made in May, 2011.
6. Consider Budget Amendment to pay for Mack Gay Assoc. North Side Project engineering fees. (2011-12 Engineering Fees may be decreased)
Increase 30-810-75 Engineering Fees \$15,868.00
Decrease 30-810-91 Contribution, Capital \$9,595.00
Increase 30-299-00 Fund Balance Appropriated \$6,273.00
7. Citizens Concerns
8. Consider adopting revised Privilege License Fee Schedule to include Internet Cafes;
First 6 machines \$500.00
Each additional machine \$100.00
9. Consider **Resolution Adopting a Comprehensive Transportation Plan For Halifax County, North Carolina (R-11-002).**
10. Consider **Resolution By Governing Body Awarding Construction Contract For Littleton Town Hall Renovation, USDA Grant/ARRA Loan Contract (R-11-003).**
11. Consider amending **Grant Project Ordinance (O-09-003)** to show breakdown of ARRA portion and unfunded engineering fee.
12. Consider adoption of **Town Of Littleton Resolution Designation Of Town/Applicant's Agent (R-11-004).** Branch Bank & Trust
13. Consider adoption of **Town Of Littleton Resolution Designation Of Town/Applicant's Agent (R-11-005).** First Citizens Bank
14. Consider variance request from Michael Love to allow his Internet Café business to remain open until midnight Thursday through Saturday (11:00 pm now) and allow him to open Sunday 1:00 – 6:00 pm (not open now)
15. Commissioners reports on activities in May, 2011.

16. Mayor's remarks.
 - a. Changing July meeting date.
 - b. Halifax County approval of funding Beaver Management.
 - c. Public Hearing for 2011-12 FY Budget - June 15, 5:30 pm.

17. Adjourn.

Next regular meeting scheduled Tuesday, July 5, 2011 at 6:30.*
MEETING WILL BE HELD IN THE LITTLETON SALES OFFICE.

The Board of Commissioners held their regular meeting Monday, June 6, 2011, at 6:30 pm at the Littleton Sales building office. Commissioners present were Clara Debnam, Patrick McAtee-MacRae, Terry Newsom and Heidi Hogan and Town Attorney Gilbert Chichester.

Mayor Willis opened the meeting with the Pledge of Allegiance followed by an Invocation.

Commissioner Hogan made a motion seconded by Commissioner MacRae, to approve the minutes for meetings held in May. The motion was voted and carried.

Following discussion including Commissioner MacRae concern on the timing of the invoice from Mack Gay Associates for engineering services, Commissioner Newsom made a motion seconded by Commissioner Debnam to approve payment of the bills. The motion was voted and carried.

Mayor Willis advised the proposed budget amendment would Increase line item 30-810-75 Engineering Fees \$15,868.00, decrease 30-810-91 Contribution, Capital \$9,595.00 and increase 30-299-00 Fund Balance Appropriated \$6,273.00.

Mayor Willis noted there were no citizens concerns.

Following a short discussion on revising the Privilege License Fee Schedule to include Internet Cafes, Commissioner Debnam made a motion seconded by Commissioner Newsom, to charge \$500.00 for the first 6 machines and \$100.00 for each additional machine. The motion was voted and carried.

Mayor Willis read resolution on a Comprehensive Transportation Plan (CTP) for Halifax County which included wording against the proposed bypass north of Littleton, reported Halifax County had already adopted the resolution and advised the CTP was not the same the TIP and by passing the resolution the Town would be eligible for funding. Commissioner Newsom made a motion seconded by Commissioner MacRae to approve a **Resolution Adopting a Comprehensive Transportation Plan For Halifax County, North Carolina (R-11-002)**. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Mayor Willis advised she was going back to item 6 on the agenda, the budget amendment, and Commissioner MacRae made a motion seconded by Commissioner Newsom, to adopt the budget amendment as follows;

- Increase 30-810-75 Engineering Fees \$19,518.00
- Decrease 30-810-91 Contribution, Capital \$9,595.00
- Increase 30-299-00 Fund Balance Appropriated \$9,923.00

The motion was voted and carried.

Following the Clerk advising the amount of the grant was not changing and the amendment would break out the ARRA part of the project and the unfunded engineering fees, Commissioner Debnam made a motion seconded by Commissioner MacRae, to approve amendments to **Grant Project Ordinance (O-09-003)**. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Hogan made a motion seconded by Commissioner Debnam, to adopt the **Town Of Littleton Resolution Designation Of Town/Applicant's Agent (R-11-004)** for Branch Bank & Trust. The motion was voted and carried. . A copy is hereby incorporated by reference and made a part of these minutes.

Commission Hogan made a motion seconded by Commissioner Debnam to adopt the **Town Of Littleton Resolution Designation Of Town/Applicant's Agent (R-11-005)** for First Citizens Bank. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Mayor Willis reported she had received a request Michael Love to allow his Internet Café business to remain open until midnight Thursday through Saturday and allow him to open Sunday 1:00 – 6:00. Commissioner Newsom stated he was already allowed to be open from 1 -6 pm on Sundays and Mr. Chichester advised that if he was requesting a variance, the request needed to go to the Planning Board. A citizen present, Bill, stated the Internet Café was not what most people think and that it was a congenial and fun environment. Following further discussion, Commissioner Hogan made a motion seconded by Commissioner MacRae to table consideration of the request until the next meeting. The motion was voted and carried.

Commissioner Hogan stated she had tried to research Danco, Inc, and in response to concern about having to accept the contract unseen, Mr. Chichester advised the resolution acknowledged Danco as the lowest bidder, and the contract would be put together by USDA and the architect. Following discussion, Commissioner Newsom made a motion seconded by Commissioner Debnam, to adopt the **Resolution By Governing Body Awarding Construction Contract For Littleton Town Hall Renovation, USDA Grant/ARRA Loan Contract (R-11-003)**. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Debnam reported the Town had purchased 3,282,000 gallons of water and sold 1,746,000, and two Bacterial tests were negative. There were no overflows, inspections or violations in the wastewater system.

Commissioner MacRae reported he had gotten a report of trash in the cemetery which he cleaned up, advised he appreciated citizens letting him know and a lot had been sold for \$1,500.00

Commissioner Newsom gave the police report for May.

Commissioner Hogan gave the budget report for May; General Fund revenues YTD \$423,696 or 69%, expenditures \$427,373 or 70% and Water/Sewer Fund revenues YTD \$323,852 or 83% and expenditures \$295,095 or 76%.

Mayor Willis advised the July meeting had been moved to the 5th as Monday was the 4th and asked the Board to consider rescheduling the regular meeting for Monday, July 11th. Commissioner Hogan made a motion seconded by Commissioner Newsom, to reschedule the regular July meeting for Monday, July 11th. The motion was voted and carried.

Mayor Willis reminded the Board of a resolution adopted concerning Beaver Management and was pleased to report it had worked; Halifax County had funded Beaver Management in the coming budget.

Mayor Willis also reminded the Board they would be meeting June 15th at 5:30 to hold a public hearing on the 2011-12FY Budget.

In discussing economic development, Mayor Willis stated they needed to do all they could to get a hotel in Town.

Commissioner Hogan made a motion seconded by Commissioner Debnam, to adjourn at 7:24 pm

Clerk