

**TOWN OF LITTLETON**  
P. O. BOX 87  
LITTLETON, NORTH CAROLINA, 27850  
TELEPHONE (252) 586-2709

November 7, 2011

AGENDA

1. Call regular meeting to order at 6:30 p.m.
2. Pledge of Allegiance.
3. Invocation.
4. Consider approval of minutes of meeting(s) held October, 2011.
5. Budget Amendment for FEMA – Hurricane Irene (Myrick Equip)
  - a. Increase revenue 10-336-00 FEMA \$1,240.00
  - b. Increase expenditure 10-560-46 FEMA \$1,240.00
  - c. Decrease expenditure 10-510-03 Part Time Salaries \$1,000.00
  - d. Increase expenditures 10-510-56 Drug Interdiction \$1,000.00
6. Approve for payment bills made in October, 2011.
7. Citizens Concerns.
  - a. Lucy Silver-Shivers – water
  - b. L&L Media – request to extend Sunday hours
8. Bill Freeman, contractor, concerning Library roof.
9. Commissioners reports on activities in October, 2011.
10. Mayor's remarks.
  - a. Town Hall Grand Opening/Meet and Greet
  - b. Reschedule January 2012 meeting (falls on Holiday)
  - c. Sidewalk in front of new Town Hall
11. Adjourn.

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

The Board of Commissioners held their regular meeting Monday, November 7, 2011, at 6:30 pm at the Littleton Sales office building. Present were Commissioners Clara Debnam, Patrick McAtee-MacRae, Heidi Hogan, Terry Newsom and Jimmy Kearney and Town Attorney Gilbert Chichester.

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

Commissioner Kearney made a motion seconded by Commissioner Hogan, to approve the minutes as presented. The motion was voted and carried.

Commissioner Newsom made a motion seconded by Commissioner Debnam, to approve the following budget amendments;

- a. Increase revenue 10-336-00 FEMA \$1,240.00
- b. Increase expenditure 10-560-46 FEMA \$1,240.00
- c. Decrease expenditure 10-510-03 Part Time Salaries \$1,000.00
- d. Increase expenditures 10-510-56 Drug Interdiction \$1,000.00

In response to a question, Mayor Willis advised the FEMA paperwork had been submitted and all expenses would be reimbursed. The motion was voted and carried with Commissioner MacRae opposing.

In response to a question, Mayor Willis advised they were still working on the North Side Project and the Clerk advised the Danco payment was the second payment request for the work completed to date on the new Town Hall and included change orders and the Mack Gay invoice would be paid by grant funds. Commissioner Kearney made a motion seconded by Commissioner Newsom, to pay the bills as presented. The motion was voted and carried.

Mayor Willis stated Lucy Silver Shiver had signed up to address the Board and recognize Ms Shiver. Ms Shiver stated she had water and sewer and now didn't. Mayor Willis asked if the property in question was in her name or that of Thadius Lee Heirs and Ms Shiver stated it was in her name. discussion followed with Mayor Willis explaining the house on the property had burned down in 2001 and when the grant work was done in that area there was no residence so no taps were installed. Ms Shiver asked why someone had come on her property and Mayor Willis stated she would have to check on that. They were not notified (the work was being done) and Mayor Willis stated they went to each house but did not track down vacant lot owners. Ms Shiver requested contact information on the Rural Center and was told the Clerk could provide that information.

Mayor Willis L&L Media had requested an extension of operating hours until midnight Thursdays, Fridays and Saturdays and the ordinance stated 11:00 pm. Discussion followed and Mr. Chichester stated the answer was very clear, the ordinance controls the hours of operation and would need to be changed and the Clerk stated their privilege license hadn't been paid (on the Internet Café). Commissioner Kearney stated the request could not be approved as it didn't follow the ordinance and Mayor Willis stated a letter would be sent to L&L Media informing them of the reason their request was not approved.

Roofing contractor, Mr. Bill Freeman presented the Board with proposals for repairs to the Library (low part of roof) and the Masons (high side) roofs. He stated he could put fabric down and paint the roof for \$7,000.00 dollars with not guarantee but recommended putting 2inch roof insulation over the tin with a 15 year warranty. There were two types of membrane, 45 mil with a 10 year warranty and TPO which is 60 mil. Discussion followed including Mr. Chichester advising the Mr. Freeman needed to make the Board aware a 10 or 15 year warranty would only include materials, not workmanship.

Commissioner Hogan asked for Mr. Freeman to provide references and Mayor Willis thanked him for coming.

Commissioner Newsom had no police report.

Commissioner MacRae reported he hoped they had mowed for the last time at the cemetery or at most just one more time would be needed.

Commissioner Kearney reported he rode around town with Jay Myrick and they made a list of pot holes, for which Mr. Myrick would provide estimates. There were also utility cuts that would be listed separately. Mayor Willis advised she would like to look into having the Powell Bill Funds repair the sidewalk in front of the new Town Hall and Commissioner Hogan asked that if the work was done, also look into correcting the wiring for lighting the crepe myrtles along that section of sidewalk. Commissioner Kearney also reported loose leaf collection would start November 28 and would be repeated when there was enough put out for another full collection. 10 loose leaf pickups were included in the contract and this year was a learning process.

Commissioner Debnam reported the WWTP was in compliance, no inspections, violations or spills for last month. There were several water repairs and a hydrant replaced. The Town purchased 2,692,000 gallons and sold 2,282,000 gallons, unaccounted for was 307,000 gallons. Two bacterial tests were negative, TThms, HA 5 and lead and copper tests were all compliant. Leaks accounted for most of the water lost.

Commissioner Hogan gave the budget report for October; General Fund revenues YTD \$207,643.12 or 37%, expenditures \$145,918.40 or 26%, Water/Sewer Fund revenues YTD \$119,474.44 or 26% and expenditures \$95,563.81 or 21%.

Mayor Willis asked if the Board would like to move the January meeting to Wednesday, January 4 as Monday was a holiday. The Board agreed to change the date.

Mayor Willis suggested having a meet and greet when the new Town Hall was completed, the Board could discuss this at a later date.

Mr. Chichester stated he needed to address the issue of the “Y’s and T’s”, several citizens had come to talk to him and this point in time, they need an answer as far as what has happened and what will happen with no further delays. He advised he did not fully understand the seriousness to begin with but it had been explained to him in detail and when one is used inappropriately it will effect the Town in the future, and the fact that one was used when the other was called for is not right and the contractor, the engineer, and the administrator to that grant must be held accountable to come back and replace them or provide the money for which the town can pay to have them replaced. Mayor Willis stated someone was supposed to be coming to start working on changing them out within the next few days. Discussion followed, Mayor Willis asked Mr. Chichester to talk with Mr. Joyner, engineer with Mack Gay. Commissioner MacRae advised the Board had still not received all the list of addresses where work was done, and Commissioner Debnam stated she had that list. Commissioner Hogan said her house was not on the list but work had been done there. Commissioner MacRae stated the Board had been more than patient and has received nothing and he didn’t want this to continue. Mr. Chichester stated this issue would be addressed, he didn’t care whose responsibility it was, this town hired engineers, and administrators for this project and they failed and the town would not be left holding the bag. Commissioner MacRae stated he would like to empower Mr. Chichester to act on the Town’s behalf to make sure this happens. Mr. Chichester stated there was a faithful performance bond and he

would go after the insurance company and in response to comments by Mayor Willis, advised Mack Gay was representing the Town to make sure the work was done correctly. Commissioner MacRae stated he didn't want to have another 3 or 4 month delay, insisted on a motion to ensure Mr. Chichester knew the Board wanted him to pursue the issue. Commissioner MacRae made a motion the town lawyer be authorized to write whatever letters, make whatever phone calls, to the parties involved in the contract, (i.e.) subcontractors, engineer, to pursue the matter and ensure that it's proper conclusion is met per contract and that includes the metal lids. The motion was seconded by Commissioner Hogan. In response to question from Commissioner Hogan, Commissioner Debnam stated she had an updated list and would email it to Mr. Chichester and the rest of the Board. The motion was voted and carried.

A representative of Ms Shiver's stated she wanted to leave some documents and Mayor Willis directed her to leave them with the Clerk.

The meeting was adjourned at 7:37 pm.

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Clerk