

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

February 4, 2013

AGENDA

1. Call regular meeting to order at 6:30 p.m.
2. Pledge of Allegiance followed by Invocation.
3. Consider approval of minutes of meeting(s) held January, 2013.
4. Approve for payment bills made in January, 2013.
5. Citizens Comments/Concerns:
  - a. Kim Gray – appointing replacement on Library Board.
6. Consider Budget Amendments
  - a. Police – see attachment
  - b. Water
    - i. Decrease 30-810-03 Salaries Part Time \$4,925
    - ii. Decrease 30-810-05 Social Security \$377
    - iii. Increase 30-810-33 Operating Materials \$1,500
    - iv. Increase 30-810-46 Contract Services Leaks \$3,722
    - v. Increase 30-810-56 Permit Fees \$80
  - c. Sewer
    - i. Decrease 30-811-16 Maint & Repair, Equip \$1,500
    - ii. Increase 30-811-17 Maint & Repair, Gas Vehi \$1,500
7. Consider **Resolution Adopting the Municipal Records Retention and Disposition Schedule (R-13-002)** – *internal policy minimum retention period to be determined by department head.*
8. Consider participation in NCLM Joint Action Program – Progress Energy/Duke Power Rate Case. (\$100.00 Participation Fee)
9. Consider hiring part time police officer (part time officers \$12.50/hour)
10. Commissioners reports on activities in January, 2013.
11. Mayor's remarks.
  - a.
12. Motion to enter into closed session pursuant to NCGS 143-318.11(a) (3) to consult with attorney, and/or (6) to discuss personnel (if necessary).
13. Adjourn.

**Next regular meeting scheduled Monday, March 4, 2013 at 6:30.**

The Board of Commissioners held their regular meeting Monday, February 4, 2013, at 6:30 pm, at the Town Hall. Present were Commissioners Terry Newsom, Gerleen Pitchford, Clara Debnam, Heidi Hogan and Jimmy Kearney and Town Attorney Gilbert Chichester.

Mayor Bobbitt opened the meeting with the Pledge of Allegiance followed by the invocation.

Following discussion including that Commissioner Pitchford did not actually make the statement, Commissioner Newsom made a motion, seconded by Commissioner Kearney, to add the statement "The police department budget was at 49%", to follow Commissioner Pitchford comment on the police budget in the January 7, 2013, minutes. The motion was voted and carried.

Commissioner Newsom made a motion seconded by Commissioner Debnam, to adopt the minutes of the meetings held in January, with the adopted addition to the January 7 minutes. The motion was voted and carried.

Following discussion on the addition of Peter DeCilles (Old South Property Services) invoice to the bills, whether the RCR invoice was for water or sewer and overtime charged for work done at night (by RCR), Commissioner Kearney made a motion, seconded by Commissioner Hogan, to pay the bills as presented.

Mayor Bobbitt advised she had received a call from Kim Gray; she was not feeling well so appointing a replacement to the Library Board would be tabled until the next meeting.

Mayor Bobbitt and Board Members thanked Commissioner Pitchford and the Clerk for working on the police budget amendments. The police budget amendments and water and sewer budget amendments were discussed. Commissioner Kearney made a motion, seconded by Commissioner Hogan, to approve the budget amendments as presented. The motion was voted and carried. The following are the water and sewer budget amendments;

- a. Water
  - i. Decrease 30-810-03 Salaries Part Time \$4,925
  - ii. Decrease 30-810-05 Social Security \$377
  - iii. Increase 30-810-33 Operating Materials \$1,500
  - iv. Increase 30-810-46 Contract Services Leaks \$3,722
  - v. Increase 30-810-56 Permit Fees \$80
- b. Sewer
  - i. Decrease 30-811-16 Maint & Repair, Equip \$1,500
  - ii. Increase 30-811-17 Maint & Repair, Gas Vehi \$1,500

A copy of the police department budget amendments is hereby incorporated by reference and made a part of these minutes.

Commissioner Pitchford made a motion seconded by Commissioner Debnam to approve the **Resolution Adopting the Municipal Records Retention and Disposition Schedule (R-13-002)** with the internal policy minimum retention period to be determined by department heads. The motion was voted and carried.

Mayor Bobbitt advised the North Carolina League of Municipalities was advocating a Joint Action Program to fight rate increases by Progress Energy and Duke Power, the cost to the Town would be \$100.00. Mr. Chichester added a lot of municipalities were joining in the lobbying effort. Following discussion including where the funds would come from, Commissioner Hogan made a motion, seconded by Commissioner Kearney to participation in NCLM Joint Action Program, with the

following budget amendments; increase 10-410-72 NCLM Joint Action \$100.00 and decrease 10-420-57 Petty Cash \$100.00. The motion was voted and carried.

Mayor Bobbitt advised the next item was to consider hiring a part time officer and Commissioner Kearney asked for the item 9 to be moved to number 10 to allow the Board to enter into closed session. Mayor Bobbitt agreed.

Commissioner Kearney had no cemetery report.

Commissioner Hogan reported they should be hearing about the grant this month and a draft of the plans had been drawn up. She and Superintendent Hamm had attended a Brownfields program and the Brownfields inspection on the library property would be in February and other areas could be included in the inspection. Discussion continued on inspecting property just outside of town that the Town could possibly purchase for a perpetual yard debris site. There was a possibility of a grant to clean up the site.

Commissioner Hogan also reported O'Sail had contacted her regarding writing a substantial grant.

Commissioner Newsom gave the police report for January and discussion of part time officers ensued.

Mayor Bobbitt reported as soon as enough money had been accumulated she would work on getting W. North Main paved from the corner of Devine to the edge of the town limits, fronting the cemetery.

Commissioner Pitchford gave the finance report for January; General Fund revenues YTD \$284,044 or 48%, expenditures \$228,898 or 39% and Water/Sewer Fund revenues YTD \$226,201 or 61% and expenditures \$179,693 or 48%.

Commissioner Debnam reported the Town purchased 3,000,000 gallons, metered 2,281,000 gallons from Halifax and sold 1,856,000, unaccounted for was 162,000 gallons of water. Two bacterial tests were negative. There were no overflows, inspections or violations of the wastewater system.

Mayor Bobbitt advised she received a letter from Fire Marshall Keith Duncan, Disaster Assessment Coordinator for Halifax County. He wanted to present a power point on disaster assessment. Mayor Bobbitt also reported she had attended a Halifax County Board meeting and would go back next month.

Commissioner Newsom made a motion seconded by Commissioner Kearney to enter into closed session pursuant to NCGS 143-318.11(a) (6) to discuss personnel. The motion was voted and carried at 7:12 pm.

The regular session resumed at 7:41 pm.

Commissioner Newsom made a motion seconded by Commissioner Debnam, to hire Noland Coles, Jr. as a part time police officer at \$12.50 per hour. The motion was voted and carried with Commissioners Newsom, Debnam, Kearney and Pitchford voting in favor and Commissioner Hogan opposing.

Commissioner Pitchford congratulated Commissioner Debnam on her appointment as secretary of the Halifax County Intergovernmental Association. She also reported she had spoken with attorney Charles Vaughn and he was interested in offering his services to the Town at no charge.

In response to a question from Commissioner Pitchford, the Board discussed the internet sweepstakes cafe located in town, including ownership and collecting the privilege license fees. Chief Suggs was asked to check on the ownership and collection of fees. Also discussed was the "no trucks" sign for

Halifax Street at Hwy 158; Commissioner Hogan asked if the sign could be turned so it was visible coming from Hwy 158.

There being no further business, Commissioner Kearney made a motion seconded by Commissioner Pitchford to adjourn the meeting at 7:59 pm. The motion was voted and carried.

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Clerk

**General Account and Minutes of Closed Session Pursuant to NCGS 143-318(a) (6)**

The Board discussed an applicant for the position of part time police officer. Mr. Chichester left the meeting at 7:31 pm. Chief Suggs was called into the meeting at 7:34 pm.

Commissioner Newsom made a motion seconded by Commissioner Pitchford, to adjourn the closed session and return to regular session at 7:41 pm. The motion was voted and carried.

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Clerk