

TOWN OF LITTLETON
LITTLETON, NORTH CAROLINA

May 6, 2013

AGENDA

1. Call regular meeting to order 6:30 p.m.
2. Pledge of Allegiance followed by Invocation.
3. Consider approval of minutes of meeting(s) held April, 2013.
4. Approve for payment bills made in April, 2013.
5. UCPCOG – Representative concerning CDBG Catalyst Grant for Library.
6. Consider **Resolution by Governing Body Pertaining to Community Development Block Grant (DCBG) Under the 2013 CDBG Catalyst Program (R-13-004)**
7. Consider **Grant Project Ordinance 2012 CDBG Catalyst (O-13-002).**
8. Anita Jones – Bingo application
9. Citizens Comments/Concerns:
 - a. none
10. Consider Flowers & Stanley, LLC proposal for 2013-14 Audit - \$7,650.00 (\$7,150.00 last year).
11. Consider Budget Amendments
 - a. Police Department
 - i. Increase 10-510-03 Salaries Part Time \$2,000.00
 - ii. Decrease 10-510-31 Supplies \$2,000.00
12. Consider looking into creating a Parks and Recreation Advisory Board and writing ordinance and bylaws for the board.
13. Commissioners reports on activities in April, 2013.
14. Mayor's remarks.
 - a. CDBG Public Hearing June 3, 2013, at 6:00 pm.
 - b. Budget Public Hearing June 3, 2013, at 6:30 pm.
 - c. Schedule work session May 13, 2013 at ??
15. Adjourn.
Addition to Agenda – interview part time police officer applicant
Next regular meeting scheduled Monday, June 3, 2013 at 6:30.

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

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

Commissioner Hogan made a motion seconded by Commissioner Debnam, to accept the minutes of the regular meeting held April 4, 2013. The motion was voted and carried.

Commissioner Pitchford made a motion seconded by Commissioner Kearney, to approve the minutes of the work session held April 16, 2013. The motion was voted and carried.

The Board discussed repairs to a citizen's vehicle; the citizen drove between the cone and the sidewalk and over a depression made from work done on a waterline. Superintendent Hamm advised the place was clearly marked and Jim Hogan stated the person had driven between the cone and sidewalk twice. Mr. Chichester advised the claim should be turned over to the insurance company to decide whether to pay. Commissioner Debnam made a motion seconded by Commissioner Kearney, to pay the accounts payable as presented with the exception of the repair bill to the citizen's vehicle. The motion was voted and carried.

Mayor Bobbitt recognized John Morck from Upper Coastal Plain Council of Governments. Mr. Morck stated he was pleased to report the Town had been awarded a 2012 CDBG Catalyst Program Grant in the amount of \$433,065 and there were several standard documents that needed to be reviewed and approved;

1. An updated resolution authorizing the Mayor and Clerk sign and attest documents.
2. A Grant Project Ordinance laying out the overall budget for the project.
3. 504 Compliance procedures for complaint and comment process.
4. Section 3 Plan talks to serving low to moderate income persons and making every effort to use local contractors.
5. Citizen Participation Plan to keep citizens informed.
6. Establishment of a Grievance Procedure specifying how complaints would be addressed.
7. Equal Employment and Procurement Plan
8. Approval of a letter designating UCPCOG as Grant Administrator.

Mr. Morck also stated on the total budget amount there were two main items, \$294,600 for renovation of the Library and rehab of \$90,000 plus \$10,000 clearance.

Commissioner Hogan made a motion seconded by Commissioner Newsom, to adopt **Resolution by Governing Body Pertaining to Community Development Block Grant (DCBG) Under the 2013 CDBG Catalyst Program (R-13-004)**. 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 Hogan, to adopt **Grant Project Ordinance 2012 CDBG Catalyst (O-13-002)**. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Hogan advised there was a timeline available for the grant project that would be kept updated. Mr. Morck advised a timeline for the project would have to be adopted and the release of funds was expected to be August 1. Sylvia Alston stated she would like to recognize Heidi Hogan, without her efforts it might not have come about and asked for a standing ovation. Mayor Bobbitt also recognized her driving force. Commissioner Hogan recognized others who had contributed in one way

or another, including Sally Hawfield's family donation of the property and the generous donations and people who worked on fund raisers

Mayor Bobbitt advised Anita Jones was not present; she had turned in a Bingo application, so they would go on to the next agenda item.

Following some discussion, Commissioner Pitchford made a motion seconded by Commissioner Debnam, to accept the audit proposal from Flowers and Stanley, LLC. The motion was voted and carried.

Following discussion on whether a survey would be a duplication of what Halifax was doing, Commissioner Newsom made a motion seconded by Commissioner Kearney, to appoint a Parks and Recreation Advisory Board to take a survey of citizen's interest in recreational activities/facilities. The motion was voted and carried.

Commissioner Newsom made a motion seconded by Commissioner Kearney, to approve the following budget amendments for the Police Department; Increase 10-510-03 Salaries Part Time \$2,000.00 and Decrease 10-510-31 Supplies \$2,000.00. The motion was voted and carried.

Commissioner Kearney reported the cemetery had been cut 2 times. He had been in contact with Mr. Decilles and the cemetery would be cut the latter part of the week for Mother's Day and again in two weeks for the Memorial Day Holiday.

Commissioner Hogan reported about \$100,000 of the total amount for the grant would be for HUD housing and about \$300,000 for the Library. With the money raised there would be enough for bookshelves, etc.

Commissioner Newsom gave the police report for April.

Mayor Bobbitt reported there was a problem with drainage on Miles Street and it was going to be repaired. She hadn't been able to get but one bid for paving (E. North Main to the cemetery) and the board would discuss it at the work session.

Commissioner Pitchford gave the budget report for April; General Fund revenues YTD \$402,736 or 69% and expenditures \$330,149 and Water/Sewer Fund revenues YTD \$323,944 or 86% and expenditures \$121,807 or 67%.

Commissioner Debnam reported on the potable water; the Town purchased 2,800,000, 2,432,000 was metered and sold 2,139,000 gallons of water. Two bacterial tests were negative. There were no sewer spills inspections or violations. Commissioner Debnam advised there was \$976.00 in lost revenues and the Board briefly discussed renegotiating the water purchase contract with Halifax. Mayor Bobbitt reported she was working on the problem.

Buzzy Parker complained about the large amount of debris on College Street that had been there for over a month. Mayor Bobbitt advised she had spoken with the resident as had Chief Suggs and discussion ensued. Mayor Bobbitt stated she would talk with him again and Chief Suggs stated if someone could tell him who cut it all he would contact them.

Josephine Myrick complained of a chest of drawers left on Hackett Street and Commissioner Hogan advised there was a cushion on Halifax Street. Superintendent Hamm stated if the Board had no objection he would pick up the debris.

Mayor Bobbitt advised there would be public hearing June 3, 2013, at 6 pm on the CDBG Grant, and a public hearing on the budget at 6:30. Following brief discussion, a work session was scheduled for Tuesday, May 14th at 1:00 pm.

Commissioner Pitchford advised the proposed 2013-14 budget would be posted on the Town's website and in Town Hall. Mayor Bobbitt added that it was a tentative budget.

Commissioner Pitchford made a motion seconded by Commissioner Newsom, to enter into closed session pursuant to NCGS 143-318.11(a) (6) to interview an applicant for part time police officer. The motion was voted and carried at 7:23 pm.

Regular session resumed at 7:54 pm.

Commissioner Newsom made a motion seconded by Commissioner Pitchford, to hire Christopher Boden as part time police officer at \$12.50/hour. The motion was voted and carried.

Commissioner Kearney made a motion seconded by Commissioner Hogan, to adjourn the meeting at 7:56 pm.

Clerk

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

The Board of Commissioners interviewed an applicant for part time police officer.

The closed session adjourned at 7:54.

Clerk