

The Littleton Board of Commissioners held a work session Tuesday, June 17, 2014, at 10:00 am, at the Town Hall, 112 E. South Main Street. The following members were present: Mayor Bobbitt, Commissioners Clara Debnam, Gerleen Pitchford, Heidi Hogan, Terry Newsom and Sylvia Alston. Wayne Fogg, Lynn Mosely and Stephen Barcelo were also in attendance.

Mayor Bobbitt called the meeting to order at 10:11 am.

The Mayor opened the meeting with upcoming term expirations on the Planning and Adjustments Boards. She urged the Board to consider possible candidates for appointment. Six Board appointments will be expiring at the end of August 2014. Commissioners should bring suggestions to the next meeting.

The Board discussed full membership in the Lake Gaston Regional Chamber of Commerce for the Town. They agreed it would be in the best interest of the Town to join at the \$150.00 membership rate. Commissioner Alston made the motion, seconded by Commissioner Debnam to join after July 1, 2014. The funds would come from the \$1200.00 budgeted for Halifax Horizons. The motion carried.

Commissioner Hogan presented to the Board three proposals for the annual street maintenance and debris pick up from Olde South Property Services, LLC. The proposals discussed were for debris pick up biweekly, monthly and bimonthly. Following discussion the Board agreed that a monthly pick up was the best option considering the budget.

Commissioner Alston made a motion to appoint Commissioner Pitchford as Police Commissioner in addition to her responsibilities as Finance Commissioner. The motion was seconded by Commissioner Hogan. There would not be a Deputy Commissioner. Commissioner Newsom would not be assigned a commission at this time. Commissioner Newsom and Mayor Bobbitt both went on record as not being in favor of this motion. He requested the Board allow Mr. Fogg and Mr. Mosely to speak for 2 minutes on this issue. The Board did not approve the request. Following discussion by all members the motion was called for a vote. The motion carried with a vote of 3-2. The Board approved Commissioner Newsom's request to remain Police Commissioner through Friday, June 20, 2014.

Commissioner Newsom requested and was excused from the meeting by Mayor Bobbitt for a previous commitment.

Commissioner Alston updated the Board on the cemetery matters to include 2 recently erected signs.

Commissioner Alston and Commissioner Hogan updated the Board on recreational projects. There will be funds available from the Library HUD grant to improve the community. There are 3 projects in review, a fitness trail on the walking trail on North Main Street, an improved town common green space along North Main Street from Mosby Ave. to Church Street, and specific repairs to drains for storm water runoff. The Commissioners will keep the Board informed of the review process for these potential projects.

Commissioner Alston brought before the Board revised office hours for the Town Hall. She recommended the office close during the lunch hour from 12:30 pm to 1:30 pm. Following discussion Commissioner Alston made the motion, seconded by Commissioner Hogan to change the office hours to 9:00–12:30/1:30-5:00. Following discussion and vote, the motion carried.

Commissioner Alston suggested the Town of Littleton implement an employee ethics policy. Mayor Bobbitt will research and report to the Board what other municipalities are using in their employee manuals or personnel policies.

The question was raised by Commissioner Hogan – Are Ordinances enforceable if they are not codified as long as they are Board Approved? Mayor Bobbitt agreed to research and report her findings to the Board.

The Board agreed the Cemetery Perpetual Fund should reimburse \$150.00 to the General Fund Cemetery Operating Budget. The motion was made by Commissioner Alston, seconded by Commissioner Hogan to have the funds transferred. The motion carried. The Clerk was instructed to transfer the funds.

The Board discussed reimbursing employees of the Town of Littleton mileage for use of personal vehicles for travel to training classes. Commissioner Alston made the motion, seconded by Commissioner Hogan to reimburse employees of the Town at the rate of .42 per mile for personal use of vehicle for travel to and from training classes. The motion carried.

Emergency Planning contracts – the Clerk reminded Commissioners to ensure current and new contracts for Town services must include “declared emergency services” and secure a minimum of three bids for each service that would be required during the emergency per FEMA reimbursement policy.

Direct Deposit for Town Employees – The Board discussed. The motion was made by Commissioner Hogan and seconded by Commissioner Pitchford to move to direct deposit of paychecks and change from weekly to biweekly payroll for all Town employees. The motion carried.

Accounts Payable invoices for approval for payment prior to the end of the month. Commissioner Alston made the motion, seconded by Commissioner Hogan to approve the invoices for payment. The motion carried.

The Board discussed the process for interviewing and hiring of part time employees for the Town, Water/Sewer Department, Street or Clerk’s office does not require full board approval during the interview and hiring process. Commissioner Alston made the motion, seconded by Commissioner Hogan to allow individual Commissioners to hire part time employees for their respective Commissions. The motion carried.

Commissioner Pitchford suggested the Clerk be allowed to advertise the opening of the Full Time Police position currently available. The Board agreed.

Commissioner Alston made the motion, seconded by Commissioner Hogan to adjourn the work session at 11:46 am. The motion was voted and carried.

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Clerk