

Town of Littleton Board Work Session - 7:00 pm 11/18/2014

The Board of Commissioners of the Town of Littleton held the monthly work session on Tuesday, November 18, 2014 at 7:00 pm at the Littleton town hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Clara Debnam, Heidi Hogan, Water Sewer Keith Hamm, Police Chief Bowens, Mr. Clyde Johnson, Mr. Mark Russell and Mr. Joe Dooley.

The Mayor and Mayor Pro Tem were not in attendance. The first item of the Board was to appoint Commissioner Clara Debnam as Mayor Pro Tem for the meeting. Commissioner Alston made the motion seconded by Commissioner Hogan. The motion carried.

Mayor Pro Tem called the meeting to order at 7:05 pm.

Mr. Mark Russell with Mack Gay Associates addressed the Board with updates on the current grant bringing proper drinking water to the citizens of Littleton. Mr. Joe Dooley with Upper Coastal Plains Council of Government was also in attendance. Mr. Russell advised the Board that the Water Grant construction was coming to a conclusion. He wanted to discuss the status of remaining open items for construction. Mr. Hamm addressed the Board on the status of the current construction projects. Mr. Dooley requested a representative of the fire department be in attendance to verify the fire department was satisfied with the construction and replacement of fire hydrants. The clerk contacted Mr. Clyde Johnson with a request to attend the meeting. Mr. Johnson arrived and joined the discussions at 7:20 pm. Mr. Johnson reported the Littleton Fire Department was satisfied with the completion of hydrant replacements within the town. Discussion continued on how to best spend the remaining grant funds of approximately \$79K for water infrastructure. Mr. Hamm presented a list of items to be added totally approximately \$39K; leaving another \$40K available for additional projects. The Board suggested Mr. Clyde Johnson inquire with the Fire Department for any additional repairs or replacement request to Town Clerk Wanda Clark by December 01, 2014 for consideration. Mr. Hamm reported he was very satisfied with the work of contractor KBS Construction. Mr. Russell will contact the NC Dept of Commerce/Rural Center/Mr. Keith Krzywicki to inquire if these funds can be used towards sewer upgrades. The grant will close out in February 2015. Commissioner Alston made the motion to complete list submitted today by Mr. Hamm with the current water grant. Commissioner Hogan seconded the motion. The motion carried. A copy of the list is hereby incorporated into the minutes.

Mr. Joe Dooley reported the Town of Littleton is now eligible for "No Match" CDBGI – Water/Sewer grants that will be available in March 2015. LMI (Low to Moderate Income) – Littleton is now at 66% LMI. He recommends the Town of Littleton have its CAPITAL IMPROVEMENT PLAN, ASSETT MANAGEMENT PLAN and WATER LOSS PREVENTION PLANS current to be prepared for the application process.

Closed Session Motion to enter into closed session pursuant to NCGS 143-318.11(a) (6) to discuss personnel by Gerleen Pitchford, seconded by Sylvia Alston at 7:55pm. (Part Time Police Interview) Motion made by Commissioner Alston, seconded by Commissioner Pitchford to return to Open Session at 8:07pm.

Motion made by Commissioner Alston, seconded by Commissioner Hogan to hire Corey Griffin at the rate of 12.50 per hour upon proper completion of application process.

Surplus desk at Town Hall – Commissioner Pitchford recommended surplus the extra (unused) wooden desk at the Town Hall. Commissioner Pitchford made the motion, seconded by Commissioner Alston to surplus at the discretion of the Town Clerk. The motion carried.

Police Incident Report Fee – Chief Bowens recommended the Board increase the current Report Fee from \$2.00 to \$6.00. Commissioner Alston made the motion, seconded by Commissioner Pitchford the Town of Littleton increase the fee to \$6.00 for a copy of an incident report. Voted and Carried.

Capital Improvement Plan – Water Sewer Superintendent Keith Hamm reported the status of the CIP for the water and sewer department. \*\*\*ACTION ITEM\*\*\* Town Clerk will contact former Town Clerk Sheila Taylor on the status of RESERVE FUNDS for CIP on the General Ledger. Mr. Hamm strongly recommended the Board update the current CIP for the Town of Littleton. The Board agreed to begin process of reviewing and revising the Capital Improvement Plans for all departments.

Police policy regarding “chase” pursuit of suspect - Revise if there is a plan, provide a police on chase with guidelines, bring back to the Board as a Resolution.

American Legion Post 425 (Littleton) – Has a planned Festival 04/04/2015 10:00am -4:00pm and is requesting use of Town Parking lot for Festival. A copy of the letter is hereby incorporated into the minutes. Commissioner Alston made the motion; seconded by Commissioner Hogan to give the American Legion permission to use the Parking Town Lot adjacent to the Littleton Volunteer Fire Department and to work with Chief Bowens and the Police Department and Street Commissioner. They must request Church Street closure from the NC DOT. The American Legion is NOT to close any part of North Main Street. Voted and carried.

Urn Garden at Sunset Hill Cemetery – Cemetery Commissioner Alston advised she will research how cremated remains are interned and return to the Board with a report.

At the request of the Town Clerk/Finance Officer Wanda Clark Commissioner Alston made the motion; seconded by Commissioner Pitchford to terminate any employee for the Town of Littleton that has not worked for a period of 6 months and not on Board approved Leave of Absence. Voted and Carried. \*\*\*ACTION ITEM\*\*\* terminate the employees that fall under this new policy and place in file “unavailable for work”.

Employee Appreciation Dinner – Commissioner Pitchford recommended the Board host a dinner for the Town employees. The dinner would include employees, spouses, significant other at the Fire Hall 12/01/2014 at 6:30pm. No town funds would be used for this event.

Commissioner Alston made the motion seconded by Commissioner Pitchford to adjourn the meeting at 8:00pm. The motion carried.