

Town of Littleton Board Work Session – 10:00 am 04/21/2015

The Board of Commissioners of the Town of Littleton held a work session on Tuesday, April 21, 2015 at 10:00 am at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Clara Debnam and Heidi Hogan. Mayor Pro-Tem Terry Newsom was absent.

The Clerk called the meeting to order at 10:09 am. The motion was made by Commissioner Pitchford and seconded by Commissioner Hogan to nominate Commissioner Debnam as Mayor Pro-Tem for the meeting. The motion voted and carried.

Yard Sale on Town Parking Lot – Discussion was held on a citizen request for permission to set up a yard sale on Saturday mornings at the town parking lot. The Board agreed it was a good idea but needed to establish rules and regulations to allow yard sales at the town parking lot. Motion made by Commissioner Pitchford, seconded by Commissioner Alston to allow the first Saturday of the month during the hours of 7:00 am – 12:00 noon. Merchant is required to register at the Town Hall 10 days in advance. All trash and personal items must be removed no later than noon. \$100.00 Fine if rules are not followed. A town employee/attendant will be on duty. 15' x 15' spaces. The Clerk will create a FORM for Yard Sale registration.

Police vehicle purchase - Commissioner Pitchford made the motion seconded by Commissioner Alston to purchase a Ford Crown Victoria for the price of \$4,000.00 from the Roanoke Rapids Police Department. The motion voted and carried.

Animal control – Discussion was held to have a soft approach to pet owners but no formal action was taken.

The invoice for Rapheal Aviles in the amount of \$550.00 for trimming of the crepe myrtles for the Beautification Committee along North and South Main Streets needed Board approval for payment. Motion made by Commissioner Pitchford seconded by Commissioner Hogan to approve the invoice for payment.

Halifax Horizons – it was noted that the township of Littleton is still invited to attend meetings and discussions regarding economic development for the county even though the town has decided to no longer pay annual dues.

Update on the improvements to the Littleton Town Website. Further discussion was held on the specific information to be included on the website. The students at Halifax Community College will continue to develop website. Commissioners will send suggested pictures and information to be included to the Clerk to forward to the students no later than Thursday 04.23.15 afternoon. No formal action will be taken until final presentation from the students is reviewed by Town Attorney and has Board approval.

Finance Commissioner Pitchford requested the Board schedule an additional Board Work Session Meeting on 05.12.2015 10:00 am – 12:00 noon. This will be a Budget Work Session only - Commissioner Alston made the motion seconded by Commissioner Hogan to add an additional work session on 05.19.2015. The motion voted and carried.

Following discussion the invoice for plumbing repair at the Town Center in the amount of \$170.75 presented by E. Carroll Mann was approved for payment. The repair was due to no heat/gas at the HCC Computer Lab, an oversight of AAA Gas. Commissioner Pitchford made the motion seconded by Commissioner Debnam to pay the invoice and effective 07.01.2015 the Town will no longer read or

accept responsibility for the three water meters located within the Complex. The town will invoice for the two meters outside the Complex effective 07.01.2015. The Clerk will send letter to Mr. Mann on the issue. The motion voted 3 to 1 in favor. The motion carried.

Discussion was held on the lift station located at 155 Mitchell Street. No formal action was taken.

Buy Back vacation – Following discussion the motion was made by Commissioner Alston and seconded by Commissioner Pitchford to allow an employee to buy back unused vacation with the stipulation that only those employees who are at risk of losing those vacation days due to the maximum allowed eligible roll over days. The motion voted and carried.

With no further business Commissioner Pitchford made the motion seconded by Commissioner Debnam to adjourn the meeting at 12:20 pm. The motion carried.

Clerk