

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

October 05, 2015

**AGENDA**

**Monthly Board Meeting 6:30 pm**

1. Call meeting to order 6:30 p.m.
2. Pledge of Allegiance followed by Invocation.
3. Motion to Approve Agenda
4. Consider approval of minutes of meeting(s) held September 2015
5. Approval for payment of bills made in September 2015
6. Royal Hart Lodge – Proposal for New Roof
7. Water Grant Final Pay Request – requires Board approval
8. Ordinance to close road/Parade requests Christmas Parade / Martin Luther King
9. CDBG – Gravel Proposal Alley Pedestrian Greenspace
10. Halifax Arts Council Sub grant Application –
11. Cemetery Superintendent –
12. Littleton Community Center Update -
13. Citizens Comments/Concerns limited to 5 minutes – no request
14. Commissioners reports on activities in September 2015
15. Citizens Comments – comments/questions on Commissioner’s reports - limited to 2 minutes.
16. Mayor’s remarks. – Upcoming Election on 11/03/2015
17. **Motion to enter into closed session pursuant to NCGS 143-318.11**
18. Adjourn.

**Next regular meeting scheduled Monday, November 02, 2015 at 6:30 pm.**

**Town of Littleton**  
**6:30 pm 10/05/2015**

The Board of Commissioners of the Town of Littleton held the regular Monthly Board Meeting on Monday, October 05, 2015 at 6:30 pm at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Clara Debnam and Heidi Hogan. Mayor Pro Tem Terry Newsom called the meeting to order at 6:30 pm. Twenty-Eight members of the public were also in attendance.

Mayor Pro Tem Newsom opened the meeting with the Pledge of Allegiance followed by the invocation.

Commissioner Alston made a motion seconded by Commissioner Debnam, to approve the Agenda. The motion was voted and carried.

Commissioner Alston made a motion seconded by Commissioner Pitchford to approve the minutes from September 2015 as written. The motion was voted and carried.

Commissioner Debnam made the motion seconded by Commissioner Alston to approve the payment of the bills made in the month of September 2015. The motion voted and carried.

Mayor Pro Tem Newsom requested tabled the Royal Hart Lodge until after the closed session. The Council agreed.

Mayor Pro Tem Newsom requested the Water Grant final pay request be tabled until after the closed session. The Council agreed.

Town Ordinance 2015-02 – (NC Dept. of Transportation request) to temporarily close roads for the annual Littleton Christmas Parade on Saturday, December 05, 2015. Town Ordinance 2015-03(NC Dept. of Transportation request – Request to temporarily close roads for the annual Martin Luther King parade on January 18, 2015. Commissioner Alston made the motion and seconded by Commissioner Debnam to approve the Town of Littleton Ordinance 2015-02 and 2015-03 for the required NC Dept. of Transportation request to temporarily close the roads for parades. The motion voted and carried.

CDBG – Proposed gravel for repair along pedestrian greenspace. Commissioner Hogan discussed two proposals from local vendors for the purchase and spreading of the gravel. Following a brief discussion Commissioner Hogan made the motion seconded by Commissioner Debnam to approve the proposal from KPH Paving and Landscaping in the amount of \$3,725.00. CDBG Catalyst Grant will fund the project. The motion voted and carried.

Halifax Arts Council Sub grants Application – Commissioner Alston brought to the Board an application to the Halifax Arts Council Sub Grant in the amount of \$4,000.00. The Town of Littleton proclaimed April 15<sup>th</sup> Ella Baker Day in Littleton. The Ella Baker Committee is currently planning a large celebration over several months in 2016 for the first annual Ella Baker Day. A copy of the grant application is hereby incorporated into the minutes. Commissioner Alston made the motion seconded by Commissioner Hogan to proceed forward with co-sponsorship with the Ella Baker Committee with the grant application. The motion voted and carried.

Cemetery Superintendent – Commissioner Alston presented to the Board appoint Mr. Ron Girdley Cemetery Superintendent to locate and mark graves at Sunset Hill Cemetery per Town Ordinance 93.02. The agreed fee for this service would be \$50.00. This would be an “As Needed” position. Commissioner Alston made the motion seconded by Commissioner Pitchford to contract Mr. Ron Girdley “As Needed” in the amount of \$50.00 for each grave location per the cemetery superintendent position as defined in the Ordinances.

Littleton Community Center – Commissioner Alston reported she continues to work with the Littleton Community Center Board to assist them in securing funding to revitalize the center.

#### Citizen Comments –

Mr. Jamie Riggan, Mulberry Street came before the Board to report that the damn located on Mr. Alfred Cooke’s property overflowed during the recent rains on October 03, 2015. He submitted photos documenting the flooding in his yard. He requested the damn be opened to allow proper flow of storm water. Mayor Pro Tem Newsom acknowledged his concern and would work with Mr. Keith Hamm and Commissioner Hogan to rectify the situation.

Ms. Fancy Figueroa, 209 Moore Street introduced herself and colleague/friend Mr. Josh Davis. She recently moved to Littleton, NC. She informed the Board and public that she is available to volunteer and work with the Board to better the community through youth work, food works or other options available. Commissioner Alston will contact her and assist with investigating opportunities.

Rev. McCollum of Oak Grove Missionary Baptist Church requested the Board reconsider the \$250.00 parade street closure fee for the annual Martin Luther King Day Parade scheduled for January 18, 2016. Mayor Pro Tem Newsom explained that the fee was already on the fee schedule but not charged in years past. In June 2015 as part of the 2015-2016 Budget Ordinance, the Board approved the fee schedule and agreed to enforce all fees on the schedule. Mayor Pro Tem Newsom stated this was not an attempt to alienate any group interested in festivals, parades and community involvement in Littleton. He appreciated Rev. McCullum’s remarks and offered several suggestions on how he personally and the Board collectively could assist with raising the \$250.00 fee within the community. It was agreed that at this time the Board was not in favor of waiving the fee for any annual parades in Littleton, NC. The item will be included on the agenda for the work session scheduled 10.20.2015.

Jeanette Bobbitt requested the Board issue a Variance Permit to allow a single wide trailer at 271 South Square. The Board was not aware of the issue. The Clerk will work with Ms. Bobbitt to review and apply for the town zoning variance permit.

Ms. Ophelia Gould-Faison – She suggested the Board or Clerk could have sent a letter or a courtesy call advising of the \$250.00 fee to the organizations or coordinators of previous parade. The Board agreed that was a good idea. Mayor Pro Tem Newsom vocally appreciated her comments and for being involved.

Deacon Linwood Bowden – Thanked the Board for filling some the pot holes in town. He also inquired with the Board about the street closure parade fee. Specifically what Board approved the fee initially and who can vote the ordinance down? He suggested possible increase in Littleton tax base by having businesses in the empty buildings on Main Street. Commissioner Hogan welcomed his comments and invited him to participate with initial economic development projects.

Ms. Evelyn Milton – asked Commissioner Hogan if anything can be done about the flooding on Church Street. Storm water continues to be a problem whenever it rains. She also mentioned the recently repaired pot holes are slightly below street level causing large puddling on the street. Commissioner Hogan will follow up on the Church Street issues. Mayor Pro Tem Newsom invited all to call and report issues and incidents to the Town Hall so the Town could respond.

Water/Sewer Report – Commissioner Debnam read the August (06.15.15-07.15.15) Water/Sewer Report. A copy is hereby incorporated into the minutes.

Cemetery Report – Commissioner Alston reported the Cemetery Committee continues to work but has suspended mapping of the graves during the months of July and August (due to the heat). She reported the sale of several lots and 2 mowing over the past month. Cemetery Committee will meet at the end of the month.

Finance Report – Commissioner Pitchford read the September Finance Report. A copy is hereby incorporated into the minutes.

Police Report – Commissioner Pitchford read the September Police Report. A copy is hereby incorporated into the minutes. She reported a recent traffic stop resulted in drug seizure. She reported the back door at the Police Station had been repaired by Lake Gaston Baptist Church volunteers. She thanked the Girdley's for the flowers in front of the police station and Ron for hanging the window shutters. She reported the first class of Citizens on Patrol graduated on October 01, 2015. Zaxby's in Roanoke Rapids, NC will sponsor the Littleton Police Department with 10% of all sales during the hours of 5:00 – 8:00 pm on November 10th and December 14<sup>th</sup> donated. The Police Station will be open for “candy for the kids” (Halloween) 10.31.2015 during the hours of 5:00pm-7:00pm. Commissioner Pitchford announced the \$15,000.00 NC Dept of Public Safety Governor's Crime Commission Grant paperwork finally arrived. The grant is for specific equipment for the police department.

Street Report – Commissioner Hogan reported the paperwork has been submitted to the DOT for the 4 way stop sign at the intersection of North Main and Church Street. She mentioned the proclamation to use \$15,000.00 Powell Bill Funds toward the DOT project (\$50,000.00) to repair the sidewalk and drainage along South Main Street. In an effort to stimulate area commerce, Commissioner Hogan is working with Clerk Wanda Clark and Lake Gaston Area Chamber of Commerce. A list of Littleton business has been submitted to the Chamber to distribute in lease packets so that vacationers in the area will be aware of businesses and services right here in Littleton. Copies will also be available at Town Hall.

Cemetery Report – Commissioner Alston reported the Cemetery Committee continues to work on and update the Cemetery Ordinances and Fee Schedule. She hopes to have available for public review within few weeks. She reported that all gravel lanes at the Cemetery have been sprayed for weeds. She invited anyone interested to attend the cemetery committee meetings.

Mayor Pro Tem Newsom announced upcoming elections in Littleton on November 3<sup>rd</sup>. He reported that Littleton Emergency Management Officials met prior to last week's storms. And that he continues to attend Emergency Management Training with the State and Halifax County.

Motion to enter into closed session pursuant to N.C.G.S. 143-318.11(a)(3) to consult with attorney made by Commissioner Alston seconded by Commissioner Pitchford. The motion voted and carried at 7:57pm.

**General account of Closed Session** – The Board went into closed session at 7:57pm. Discussion was held with Town Attorney Kris Gardner on lease options and leasehold improvement requirements by N.C.G.S. for municipal owned property.

The Board returned to open session at 8:20pm

Following discussion on the Rural Center Grant and Mark Russell, it was agreed that Terry Newsom would sign the final pay request as soon as Keith Hamm notified him the work was complete.

With no further business Commissioner Alston made the motion, seconded by Commissioner Hogan to adjourn the Board Meeting at 8:34p.m. The motion was voted and carried.

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Clerk