

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

**AGENDA**  
**April 04, 2016**

**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 the Agenda
4. Consider approval of Minutes of meeting(s) held March 2016
5. Approval for payment of bills made in March 2016
6. Adopt Budget Amendment –
7. Fair Housing Proclamation -
8. Board of Adjustments – nominate Fred Weber to replace Don Spragins
9. Award Contractor Bid for CDBG grant – Kirkland Street Project
10. Capital Purchase Commercial Lawn Tractor –
11. Ella Baker Day Update – 04/15/2016
12. Employment Opportunities – Town of Littleton
13. Adopt Resolution – 2016 Parade and Festival Street Closures –
14. Citizens Comments/Concerns limited to 5 minutes –
  - a. Keith Hamm – Consumer Water Complaints –
15. Commissioners Reports on activities in March 2016
16. Citizens Comments on Commissioner Reports – comments/questions - limited to 2 minutes.
17. Mayor’s remarks.
18. Adjourn –

**Next Board Meeting scheduled Monday 02, 2016 at 6:30 pm.**

**All meetings are open to the Public.**

The Town of Littleton is an equal opportunity provider, and employer.

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The Board of Commissioners of the Town of Littleton held the regular Monthly Board Meeting on Monday, April 04, 2016 at 6:30 pm at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Clara Debnam and Donald Spragins. Mayor Ron Girdley presided over the meeting. Fifteen members of the public were also in attendance.

Mayor Girdley called the meeting to order at 6:30 pm. The meeting opened with the Pledge of Allegiance. Police Chief Winifred Bowens provided the Invocation.

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

Commissioner Alston made a motion, seconded by Commissioner Spragins to approve the minutes from March 2016 as written. The motion was voted and carried unanimously.

Commissioner Debnam made the motion, seconded by Commissioner Alston to approve the payment of the bills made in the month of March 2016. The motion voted and carried unanimously.

Budget Amendment – Commissioner Pitchford made the motion seconded by Commissioner Alston to adopt the Budget Amendment as presented. The motion voted and carried unanimously.

Fair Housing Proclamation – Mayor Girdley read the Fair Housing Proclamation stating April was Fair Housing Month and encouraged citizens to rededicate themselves to ensuring Fair Housing Laws are always being upheld and protect from discrimination. Commissioner Pitchford made the motion seconded by Commissioner Debnam to proclaim April 2016 Fair Housing Month in the Town of Littleton. The motion voted and carried unanimously.

Board of Adjustments – Commissioner Alston made the motion seconded by Commissioner Pitchford to appoint Fred Weber, 211 Roanoke Avenue to the Board of Adjustments. The motion voted and carried unanimously.

Award CDBG Grant Contractor Kirkland Street Drainage Improvement Project – Commissioner Pitchford made the motion seconded by Commissioner Debnam to accept the recommendation of Engineering Services and award the Kirkland Street Drainage Improvement Project to Carolina Earth Movers. The motion voted and carried.

Capital Purchase – Water Sewer Commercial Lawn Tractor. Commissioner Debnam presented to the Board three anonymous bids for a commercial lawn mower for the water and sewer department. Commissioner Spragins requested the Mayor excuse him from the discussion and vote as Littleton Hardware had submitted one of the bids. Bid A - \$8452.95, Bid B - \$7103.94 and Bid C - \$8593.91 for a 52” commercial grade lawn tractor. The purchased will be paid from water sewer line item – Vehicle purchase plan. Commissioner Alston made the motion seconded by Commissioner Pitchford to purchase the commercial grade mower from Bidder B (Littleton Hardware) in the amount of \$7103.94. The motion voted 3-0 (1 excused) and carried.

Commissioner Alston reported on the scheduled activities slated for the first Ella Baker Day in Littleton, NC. The Ella Baker Committee has already presented programs to 8000 students in area schools. All activities are schedule for Friday, April 15, 2016. The events will begin with Town Crier reading the Proclamation at Lakeland Theater Cultural Arts Center at 10:00am with programs of visual displays and exhibits, a viewing of the movie “FUNDI” and panel discussions on how to improve our community between the hours of 10:30am-2:00pm. Ending the day at 6:30pm with the live play production of “WE SHALL OVERCOME” at the Centre Theater, Halifax County Community College.

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Employment opportunity – The Town of Littleton has an employment opportunity of a General Maintenance Technician funded through the senior council on aging. This is a part time position of 18 hrs. per week at \$7.25 per hour. The position has special conditions of age (55 min), low income and resides in Halifax County. Applications are available at the Clerk’s Office.

Citizens Comments/Concerns:

Mr. Keith Hamm reported on an incident from 03.21.2016. A Littleton commercial account posted on Facebook a photo of a jar of dirty water. A dialogue of comments within the community followed on Facebook beginning with the source of the water and ending with an advertisement for the coffee available at the commercial account. The Town was not directly notified of the complaint. The Mayor and Mr. Hamm visited the establishment where water samples were taken to be sent for testing. The test results presented to the Board were negative. No other water customers on the same service line complained of any issues with the water quality. Mr Hamm reminded the Board of his integrity and hard work. Mr. Hamm does not appreciate misleading conversations on Facebook implying he is not performing his required duties.

Commissioner Reports on activities during the month of March 2016 –

Street Report – Commissioner Alston read the Street Report as prepared by Commissioner Hogan in her absence. The report is hereby incorporated into the minutes. NC DOT repainted the parking lines along South Main Street. The project will be paid with Powell Bill funds. Storm Drain grates will be looked at and identify which ones need to be replaced. Yard waste continues to be scheduled for the last week of the month. And a reminder that the SUMMIT refuse collection site accepts yard waste.

Cemetery Report – Commission Alston reported a public meeting had occurred on March 09, 2016. Five members of the public attended. Discussion was held on the management of the cemetery and the current ordinances. She will take all comments and concerns into consideration and share with the Board. The Cemetery grave identification committee has resumed the collection of grave site data (logging and identifying) project.

Parks & Recreation – Commissioner Alston reported the Parks and Recreation Advisory Committee had been meeting over the past month in preparation of PARFT Grant Application. The Pocket Park has become Phase 1 of the project. She announced Public Hearings on April 6 and 13, 2016.

Water/Sewer Report – Mayor Pro Tem Debnam read the March 2016 (02.15.16-03.15.16) Water/Sewer Report. The report is hereby incorporated into the minutes.

Police Report – Commissioner Pitchford read the March 2016 Police Report. The report is hereby incorporated into the minutes. The Police Station roof was replaced during March. Littleton Police Officer Mark Oakley participated in Halifax County DSS Womanless Beauty Contest as a fund raiser to support breast cancer awareness. Commissioner Pitchford shared her appreciation of the Sheriffs Dept. for all the support the Police Department receives. Lastly, Commissioner Pitchford reported a possible rabid skunk incident on Halifax Street on Saturday night. The skunk was put down and sent for testing

Finance Report – Commissioner Spragins read the March Finance Report. The report is hereby incorporated into the minutes.

Citizens Comments – Mr. Hamm commented on a notice he was handed during the meeting. The notice from Halifax County is NOT concerning the Littleton water system. He reported a citizen had been going door to

door telling residents they need to boil their water. He stated this was not helpful and not necessary as it did not apply to the Littleton district of the county water supply.

Library Report – Kim Gray was called upon to report on the monthly activities at the Library during March. She reported a full week of activities for the children during spring break. She was pleased with the great involvement from parents and friends of the library.

Mrs. Ophelia Gould- Faison reported significant pot holes on Halifax Street. She asked if the street could be painted yellow to alert drivers of the hazard. She also presented a proposal that would be presented to Halifax County Commissioners that could give the town addition revenue. She would like the town to have representation at the meeting to change the sales tax from Ad velour to Per capita. This would give Littleton an additional \$39,000.00 in revenue to budget each year.

Mrs. Rebie Reid commented she was glad to see four new businesses in Littleton.

Mrs. Evelyn Milton mentioned to Chief Bowens how difficult it is to back out of the angled parking spaces along South Main Street. Cars are doing U-Turns on South Main Street to access the parking spaces.

Mayor's Remarks – Mayor Girdley welcomed the four new businesses Rosie's Nail Salon (Rosie & Jose Hernandez), B & A Small Engine Repair (Bart Clark & Anne Moore) Dirty South Trading Post (Tonya & Mike Harlow) and Once Upon a County Line (Wanda & John Clark). He remarked how nice it was to have South Main full of cars and people out walking on Saturday past. He encouraged all to attend the Ella Baker events. And he shared his appreciation to the Board, Wanda Clark and Keith Hamm for their assistance with the Meridian Senior Living's interest in coming to Littleton.

With no further business Commissioner Spragins made the motion, seconded by Commissioner Alston to adjourn the meeting at 7:15p.m. The motion was voted and carried.

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Clerk