

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

**AGENDA**  
**May 02, 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 April 2016
5. Approval for payment of bills made in April 2016
6. Employment Opportunities – Town of Littleton
7. Adopt Resolution –Assessment Grant Application
8. Citizen Concern and Comments  
Police Chief Winifred Bowens
9. Commissioners Reports on activities in April 2016
10. Citizens Comments on Commissioner Reports – comments/questions  
- limited to 2 minutes.
11. Mayor’s remarks.
12. Closed Session – Motion to enter into closed session pursuant to NCGS 143-318.11(4)(6)  
(To consider economic development and personnel matters)
13. Adjourn –

**Next Board Meeting scheduled June 06, 2016 at 6:30 pm.**

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

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Monday, May 02, 2016 at 6:30 pm at the Littleton Town Hall. Present were Commissioners Heidi Hogan, Gerleen Pitchford, Sylvia Alston and Donald Spragins. Commissioner Clara Debnam was absent (excused). Mayor Ron Girdley presided over the meeting. Thirteen 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 Pitchford to approve the Agenda. The motion voted and carried unanimously.

Commissioner Hogan made a motion, seconded by Commissioner Pitchford to approve the minutes from April 2016 as written. The motion was voted and carried unanimously.

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

**Employment Opportunities** – Commissioner Alston explained that Littleton is hoping to fill a General Maintenance Technician position available through UCPCOG Senior Employment Program. Applicant requirements: Halifax County resident over 55 years of age, rate \$7.25/hour, for 18 hours per week with low income qualifications. The current position is available with funding for a period up to four years.

**R-16-010–Assessment Grant Application** Following a brief discussion on the need for asset assessment funding, Commissioner Alston made the motion seconded by Commissioner Pitchford to adopt Resolution R-16-010 to have Green Engineering apply on behalf of the Town of Littleton for water and waste water assessment grants up to \$150,000.00 each with a 5% match from the Town (not to exceed \$7,500.00 water and \$7,500.00 waste water. The motion voted and carried unanimously.

**Citizens Comments and Concerns:** Police Bowens addressed the Board to explain the circumstances of the recent Map Solutions advertising project. Chief Bowens relayed the intention of the Police Department was only to provide requested escort service to Map Solutions Sales Rep. Sheila Mann. She explained it was not an organized police fund raiser but rather advertising campaign for Map Solutions and this would provide a marketing tool for Littleton area businesses. Any commission for sales received could have been used for National Night Out or given to John 3:16 Center for children at risk in the community. Chief Bowens explained she was not under the belief that this specific action of community relationship building required Board approval. She reported no money was collected and no laws were broken by the Littleton Police Department. However due to the negative perception of the project by some community residents, Chief Bowens decided to inform sales representative Sheila Mann to suspend the project. Clerk was advised to contact Sheila Mann directly. Chief Bowens reminded all to contact Commissioner Pitchford if you have any questions on the matter.

**Recreation** – Commissioner Alston updated the Board on the month of activities for the Recreation Committee. The PARTF grant application in the amount of \$156,000 to establish a park at the intersection of North Main and Church Streets was submitted. This included the vision of healthy recreational living of the Recreation Committee.

**Cemetery** – Commissioner Alston reported she is reviewing the current fee schedule for the upcoming Budget Year.

**Ella Baker Committee** – Commissioner Alston reported over 110 people convened on the front lawn at Lakeland for the public reading of the Ella Baker Proclamation. The day continued with exhibits and a symposium at the Littleton Community Center. The day closed at Halifax Community College with the play “We Shall Overcome” with over 700 in attendance. She was very proud of this successful event and looks forward to next year.

**Streets** – Commissioner Hogan reported brush pick up will continue on the last week of the month. Bagged leaves will no longer be picked up. Limbs and sticks now define debris pick up. Special thanks and appreciation to the individuals in town that continue to pick up litter and trash along our roads. Commissioner Hogan continues to work on replacing broken storm grates. She requested damaged grates be reported to her. She is obtaining estimates for limb removal from the trees overhanging into the street causing obstruction with buses and trucks. She also reported contacting Northampton County for community service volunteers for gutter and storm drain clean up.

**Water Sewer Report** - In the absence of Commissioner Clara Debnam, Keith Hamm read the Water and Sewer Report. He requested permission to declare the following items surplus: one craftsman riding lawnmower, a troybuilt riding lawn mower and a bobcat skidstir loader - Commissioner Alston suggested the surplus items be tabled until the work session.

**Police Report** - Commissioner Pitchford read the Police Report for the month of April 2016. A copy is hereby incorporated into the minutes.

**Finance Report** - Commissioner Spragins read the Finance Report. A copy is hereby incorporated into the minutes. Commissioner Spragins announced a Public Hearing for proposed Budget 2016-2017 is scheduled for June 6, 2016 at 6:15 pm.

**Citizens’ comments on Commissioner Reports** – Keith Hamm inquired on no longer collecting bagged leaves. Commissioner Hogan replied that the contractor is no longer vacuuming leaves and leaves cannot be bagged. What should citizens do with leaves from yard debris? Commissioner Hogan offered the option to take them to Halifax County “Summit” refuge collection site.

Mr. Alton Parker commented that debris pick up took about 2 hours a week and was not a full time position. He commented that Mr. Sonny Walker was employed by Freddie Williamson not the Town of Littleton. And inquired on the recently purchased Pole Saw and using it to trim branches overhanging. Commissioner Hogan commented that the Pole Saw was not large enough piece of equipment for the overhanging tree limbs.

Mrs. Rebie Reid asked what could be done about the abandoned houses in town. Commissioners Hogan and Alston commented the town would like to be able to do more but have limited resources. Commissioner Alston reported she is reviewing what Vance and Granville Counties are doing to correct that problem.

Mayor’s Remark’s – Mayor Girdley commended the Commissioners on their hard work and the citizen for their involvement. He Complimented Chief Bowens on the recent drug bust on Ferguson Street and appreciate d the daily efforts of Keith Hamm.

Closed session – Commissioner Pitchford made the motion seconded by Commissioner Hogan to go into closed session pursuant to NCGS 143-318.11(4)(6) to discuss personnel matters and economic development. The motion voted and carried at 7:20pm.

The Board returned to Open Session at 8:55 pm.

Keith Hamm updated the Board on the Kirkland Street Project, part of the CDBG Catalyst Grant. Following discussion it was determined that an additional \$1500.00 was needed to replace the culvert at the drive of Ed

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Johnston on Kirkland Street. Finance Commissioner Spragins commented there was money remaining in the 2015-2016 budget to complete the project and advised Keith Hamm to have the work completed..

Adjourn – Commissioner Pitchford made the motion seconded by Commissioner Hogan to adjourn the meeting at 8:55pm. The motion voted and carried.