

**AGENDA**  
**September 8, 2016**  
**Monthly Board Meeting 4:00 pm**

1. Call meeting to order 4:00 p.m.
2. Pledge of Allegiance followed by Invocation
3. Motion to Approve the Agenda
4. Consider approval of Minutes of meeting(s) held August 2016
5. Approval for payment of bills made in August 2016
6. Consider Budget Amendment
7. Proclamation Constitution Day & Citizenship Day, Constitution Week
8. Resolution Approving Rehabilitation of Police Station (**R-16-007**)
9. Resolution Approving Application to Downtown Associate Community Program / NC Dept of Commerce (**R-16-010**)
10. Resolution Approving Authorizing Lease of Real Property (118 E. South Main St.) (**R-16-009**)
11. Citizen Concern and Comment - Marcus Johnson & Towasha Taylor, ATV Safety Training in the Town parking lot
12. Commissioners Reports on activities in August 2016
13. Citizens Comments on Commissioner Reports – comments/questions - limited to 2 minutes.
14. Mayor’s remarks.
15. Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(3)(5)(6) to consult with attorney related to the Lease, 118 E. South Main Street and legal case: Town of Littleton v. Layne Heavy Civil, Inc., et. al., Halifax County Superior Court No. 16-CVS-30. And to consult with attorney re: lease agreements for town property and personnel matters.
16. Adjourn –  
**Next Board Meeting scheduled Monday, October 3, 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 Thursday, September 08, 2016 at 4:00 pm at the Littleton Town Hall. The meeting date change was a result of the Labor Day Holiday, September 4, 2016. Present were Commissioners Heidi Hogan, Gerleen Pitchford, Clara Debnam and Donald Spragins. Town Attorney Kris Gardner and fourteen (14) members of the public were also in attendance. Mayor Ron Girdley presided over the meeting. Commissioner Sylvia Alston arrived at 4:50 pm.

Mayor Girdley called the meeting to order at 4:03 pm. The meeting opened with the Pledge of Allegiance. Police Chief Winifred Bowens followed with the invocation.

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

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

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

Commissioner Pitchford made the motion, seconded by Commissioner Debnam to approve the budget amendment as presented to increase legal expense related to the current civil action (#30-811-02 Salaries - 10,000.00 / #30-811-10 Legal Fees Sewer + 10,000.00). The motion voted and carried unanimously.

**Proclamation Constitution Day & Citizenship Day, Constitution Week** – Mayor Girdley Proclaimed September 17, 2016 as **Constitution Day** in honor of the 229<sup>th</sup> anniversary of the signing of the Constitution of the United States of America by the Constitutional Convention and September 17-23 as **Constitution Week**.

**Resolution Rehabilitation of Police Station (R-16-007)** following a brief discussion Commissioner Debnam made the motion seconded by Commissioner Pitchford to adopt resolution **R-16-007** to approve rehabilitation and Up-Fitting of the Police Department located at 117 E. South Main Street, Littleton. The motion voted and carried.

**Resolution Application to Downtown Associate Community Program / NC Dept of Commerce (R-16-010)** Commissioner Hogan mentioned she was in support of the program but suggested the issue be tabled until the work session to follow up on the town's obligations. Commissioner Hogan made the motion to table but there was no second. Commissioner Pitchford made the motion seconded by Commissioner Debnam to adopt **Resolution R-16-010** to allow the Town to apply to the Downtown Associate Community Program through the department of Commerce for downtown revitalization. The Resolution only allows application fee of \$250.00 and submitting formal application into the program. . The motion voted and carried.

**Resolution Authorizing Lease of Real Property (118 E. South Main St.) (R-16-009)** – Commissioner Spragin made the motion seconded by Commissioner Pitchford to adopt **Resolution R-16-009** in support of the revised lease for the property located at 118 East South Main Street, Littleton. The motion voted and carried. The lease negotiations with the Royal Hart Lodge (Mason's) and bid upset process had already been worked out in prior work sessions.

**Citizens Comments and Concerns: No one in attendance**

**Streets** – Commissioner Hogan reported she is currently working on repairing damaged storm grates and drains along Johnston, Halifax, Roanoke and Miles Streets. The Part Time help has been working very hard to clean the roads, walk ways and vacant overgrown area in downtown. The team is mowing, clipping and spraying to

open the sidewalks and the railroad beds. Commissioner Hogan reminded all to bring in the (Unity of the Carolinas) large rolling trash bins after pickup on Mondays.

**Water/Sewer** – Commissioner Debnam read the water sewer report submitted by Keith Hamm, Operator. A copy is hereby incorporated into the minutes. No sewer spills or overflows reported

**Police Report** – Commissioner Pitchford read the Police Report for the month of August 2016, Littleton Township. A copy is hereby incorporated into the minutes. She announced the Police Department had a NC Department of Justice-Training and Standards Personnel Audit today and passed. Hollister Elementary School expressed gratitude for the donated schools supplies.

**Finance Report** – Commissioner Spragins read the Finance Report for the month of August 2016. A copy is hereby incorporated into the minutes.

**Citizens' comments or concerns** – Local resident Bonita Knight addressed her comments to Commissioner Hogan. She reported dangerous and broken sidewalks along the 300 block of Ferguson that need to be repaired as soon as possible. Mayor Girdley reported section of sidewalk missing in front of Fred Weber's home at 211 Roanoke Avenue.

**Mayor's Remarks** – Mayor Girdley – Recommended everyone try to attend the Dave Johnson program at the Library tonight "Remembrances of September 11, 2001 as witnessed from the Pentagon, Washington, D.C.

**Motion to go into Closed Session** - At 4:34 pm Commissioner Pitchford made the motion seconded by Commissioner Spragins to go into Closed Session pursuant to NCGS 143-318.11(a)(3)(5)(6) to consult with attorney related to legal case: Town of Littleton v. Layne Heavy Civil, Inc., et. al., Halifax County Superior Court No. 16-CVS-30. And to consult with attorney re: lease agreements for town property and personnel matters. The motion and voted unanimously.

The Board returned to Open Session at 5:23 pm.

Commissioner Hogan made the motion seconded by Commissioner Debnam to hire Evelyn Melton at the rate of \$8.33 per hour for housekeeping duties at the Town Hall, Library and Police Station as needed.

Commissioner Pitchford brought to the attention of the Board the opportunity to purchase a 2006 Ford Crown Victoria from the Roanoke Rapids Police Department for \$2500.00 to replace the Ford Crown Victoria wrecked on September 03, 2016. Following a brief discussion Commissioner Pitchford made the motion, seconded by Commissioner Debnam to purchase the vehicle when the Finance Officer reported the funds were available. The motion voted and carried.

With no further business Commissioner Alston made the motion, seconded by Commissioner Hogan to adjourn the meeting at 5:36 pm. The motion voted and carried.

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Town Clerk

**General Account and Minutes of Closed Session Pursuant to NCGS 143-318(a)(3)(5)– The Board of Commissioners was updated on the status of lawsuit, Town of Littleton v. Layne Heavy Civil, Inc., et. el. Halifax County Superior Court No. 16-CVS-30 by Town Attorney Kris Gardner and the Board discussed the proposed changes to the current lease agreement with the Royal Hart Lodge located at 118 East South Main Street.**

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Town Clerk

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

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