

TOWN OF LITTLETON

10.18.2016

Board of Commissioners Work Session

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, October 18, 2016 at 10:00 am. In attendance were Commissioners Heidi Hogan, Gerleen Pitchford, Sylvia Alston, Clara Debnam and Don Spragins. Town Attorney Kris Gardner was also in attendance. A quorum was present. Kim Gray was present to observe the meeting.

Mayor Girdley called the meeting to order at 10:01 am.

Point & Pay – Assistant Town Clerk Leslie Carver presented to the Board the Point & Pay Service Agreement Contract and explained how the process would work to allow the Town to accept debit and credit cards for water and sewer payments. The Town would have the option of adding all fees (Cemetery, Finger Prints, Ordinance Violations, etc.) at a later date. The agreement is a three year contract with a convenience fee of 2.95% or \$2.50. The convenience fee is collected by the Point & Pay system during the transaction process. The Point & Pay system also has an online payment option. The Board requested Town Attorney Kris Gardner to review the contract prior to the Board meeting 11.03.2016.

Emergency Management Training / Emergency Mgt. Director – Commissioner Pitchford reported to the Board that Police Chief Winifred Bowens was willing to accept the Emergency Management Director position for the Town of Littleton. This action would replace Terry Newsom as EMD. Chief Bowens would work with Jim Myers and Buddy Wrenn of Halifax County Emergency Management to schedule training for the Board and town staff. Commissioner Hogan made the motion, seconded by Commissioner Alston to appoint Chief Bowens as Emergency Management Director. The motion voted and carried unanimously.

Draft Minutes on Website – Clerk Wanda Clark made the Board aware of a citizen suggestion to add draft minutes to the Town website prior to Board approval. The consensus of the Board was that it was not necessary to add draft minutes to the website. It was noted that draft minutes are available upon request from the Town Clerk.

Cooke Dam Update – Commissioner Hogan suggested a solution to the storm water issue (water flow) on Mulberry Street. The Town could clear the grass and overgrowth in the creek on Alfred Cooke's property. Commissioner Hogan expressed concern that the town could not afford the expense of removing the illegal dam and replace it with a 16' culvert pipe per the signed letter between Alfred Cooke and Mayor Girdley. The consensus of the Board was to allow Commissioner Hogan to obtain additional quotes and research solutions to the storm water issue on Mulberry Street.

Sidewalk Repairs – Commissioner Hogan reported to the Board she continues to obtain quote from Ben Rightmyer for the sidewalk repair needed on Ferguson Street.

HCIA 2017 Legislative Goals – Commissioner Hogan requested the Board consider including in the HCIA Legislative Goals *Legislation to assist Littleton and small towns with the issue of Abandoned, blighted property*. Commissioner Alston made the motion, seconded by Commissioner Debnam to add this item to the HCIA Legislative Goals. The motion voted and carried unanimously. Town Clerk was advised to communicate with Halifax County Deputy Manager to be included with HCIA goals.

Ordinance Codification (Kris Gardner) – Town Attorney Kris Gardner reviewed with the Board the current Town of Littleton Code of Ordinances. Kris Gardner explained in detail the ordinances, violations, enforceability, penalties and offered recommendations on how to best proceed with updating Littleton's code.

Upcoming Resolutions/Budget Ordinance 11.03.2016 – Clerk Wanda Clark made the Board aware of Resolutions and Project Budget Ordinances that would be included in the upcoming Board Meetings. New Project Budgets (Recreation / Police Rehab) / Close unused bank accounts / Adoption Credit & Debit Card Acceptance Agreement. No action was taken.

2017 Meeting Calendar Clerk Wanda Clark presented for Board review the DRAFT 2017 Meetings Calendar. The issue was tabled until the November 2016 work session. No action was taken.

Roanoke River Partnership, LLC – Following discussion the consensus of the Board was to not join the Roanoke River Partnership.

Harry L. Williams Invoice– Town Clerk Wanda Clark advised the Board that there was an additional charge to replace the roof at 118 E. South Main (Mason Lodge). During the replacement of the roof the contractor found structural water damage. The Board had agreed to pay any additional cost above the roof repair quoted and paid for by the Masonic Lodge. Clerk Wanda Clark approved the additional cost of \$800.00 during construction. Commissioner Hogan and Commissioner Alston reminded the Clerk of the Financial Policy to have Board approval on any expense greater than \$500.00. The invoice will be included in the batch of bills for October 2016.

Commissioner Alston Concerns - Commissioner Alston declined the opportunity to speak on her noted concerns of Professionalism, Professional Courtesy, Clarification if asked for on Agenda Items, Protocol for Public Comment (Didn't know it changed), Personal Interest vs Town Business, 1st Amendment Rights, Limitations when ALL Board Members are not informed (raised at a different meeting and raising this issue again), Employees of Town not serving Bias Interest to Board Members or Special Interest Groups.

Closed Session - Motion to go into Closed Session pursuant to NCGS 143-318.11(a) (3) (5) (6) to consult with attorney related to the legal case: Town of Littleton v. Layne Heavy Civil, Inc., et. al., Halifax County Superior Court No. 16-CVS-30.

The Board returned to Open Session at 12:33 pm.

Having no further business Commissioner Alston made the motion, seconded by Commissioner Debnam to adjourn the meeting. The motion voted and carried unanimously.

Town Clerk