

*Town Hall  
112 East South Main Street*

**AGENDA  
January 05, 2017  
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 December 2016
5. Approval for payment of bills made in December 2016
6. Adopt HCC/Barbara Mann Rentals Agreement
7. Citizen Concerns and Comments – Nothing scheduled at this time
8. Commissioner Reports on activities in December 2016
9. Citizens Comments on Commissioner Reports – comments/questions - limited to 2 minutes.
10. Mayor's remarks.
11. Motion to go into Closed Session pursuant to NCGS 143-318.11 Nothing scheduled at this time
12. Adjourn -

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Thursday January 5, 2016 at 4:00 pm at the Littleton Town Hall. Present were Commissioners Heidi Hogan, Gerleen Pitchford, Sylvia Alston, Clara Debnam and Donald Spragins. And three (3) members of the public were also in attendance. Mayor Ron Girdley presided over the meeting. The meeting was held on Thursday due to the New Year holiday on the first Monday.

Mayor Girdley called the meeting to order at 4:01 pm. The meeting opened with the Pledge of Allegiance. Town Clerk Wanda Clark followed with the invocation.

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

Commissioner Hogan made the motion; seconded by Commissioner Alston to approve the minutes from December 2016 as written and presented. 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 December 2016. The motion voted and carried unanimously.

**Adopt HCC/Barbara Mann Rental Agreement** – The current Invoice and agreement in the amount \$1200.00 from Barbara Mann Rentals for use of classroom space (EMT Rescue Squad) for the period 07.01.2016 – 06.30.2017. Clerk Clark disclosed that the building was being sold next week and inquired how would the rental agreement stand with the new owners? Following discussion Commissioner Alston made a point to note that it was extremely important to support the local EMS and made the motion to pay only \$600.00 for the time period 07.01.2016 – 01.05.2017. Commissioner Hogan seconded the motion. The motion voted and carried unanimously to pay \$600.00 to Barbara Mann and have the new owner invoice for the remaining 6 months. Commissioner Alston agreed to inform EMS Trainer Lynn Moseley to secure a new agreement with the new owners as soon as possible.

**Citizens Comments and Concerns:** Mr. Alton (Buzzy) Parker raised the question to Commissioner Hogan when would the fallen tree and debris at 203 Mosby Avenue be cleaned up as it had been there since Hurricane Matthew on October 8, 2016? Commissioner Hogan reported she had spoken with the homeowners regarding the town's inability to pick up that amount of debris. The homeowner had responded at that time that they were planning to take care of the debris. Commissioner Hogan responded that she will again contact the homeowner regarding their need to remove the piled debris at 203 Mosby Avenue.

**Cemetery / Ella Baker / Recreation** – Commissioner Alston reported no lawn cuts at the Cemetery during December. She noted all seasonal decorations should be removed by February 15, 2017 prior to spring clean-up of the cemetery. She mentioned that Official Notices will be posted at the post office, website and at town hall. Commissioner Alston then reported the Ella Baker Educational Committee had obtained the designated nonprofit status by the Internal Revenue Service. Ella Baker Day has been scheduled for April 07, 2017 in Littleton, NC. She reported the land has been purchased (105 & 107 Church Street) for the pocket park. And she will begin the process of obtaining the specifications required for Demolition bid process.

**Streets** – Commissioner Hogan reported NC Dot work on the sidewalk in front of Grandpa's kitchen and BB&T Bank along 158 (South Main Street) continues and they were doing a very good job. She reported a handicap ramp was installed over the gutter in front of the bank. She reported conduit had been installed for underground electric along the sidewalk for the power supply for lighting of the crape myrtles. Commissioner Hogan reported the electric for the Christmas lights in the crape myrtles on North Main are run off of the Littleton Lions Club Account in the amount of \$84.57. Littleton Lake Gaston Festival Account has billed Town of Littleton for the \$84.57 for the month of December 2016. Commissioner Hogan request the Board consider continuing the tree lights for another month. Commissioner Spragins agreed one additional month would be enough. She reported she has noted several areas of town that could use additional street lighting. Resident Ann See reported to Commissioner Hogan areas of concern behind her property and access to Duke Power poles. Commissioner Hogan then reminded all that the Town will not begin snow plowing or street clearing until after the snow had stopped. She has already spoken with Jay Myrick Contracting and is prepared in case of significant snowfall.

**Water/Sewer** – Commissioner Debnam Water Sewer read the water sewer report. 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 December 2016, Littleton Township. A copy is hereby incorporated into the minutes.

**Finance Report** – Commissioner Spragins read the Finance Report for the month of December 2016. A copy is hereby incorporated into the minutes. Commissioner Spragins announced the Town Clerk's office now has the ability to accept credit and debit cards for water and sewer payments via Point & Pay software both at the window and online.

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

Commissioner Alston inquired if anyone knew the current status on the Littleton Industrial Building sale. The Clerk responded the upset bid process continues between prospective buyers and Halifax County. The Clerk also reported that no zoning applications regarding the property have been submitted to the Littleton Board of Adjustments.

**Mayor's Remarks** – Mayor Girdley announced that Leslie Carver, Assistant Town Clerk had resigned effective January 06, 2017. He expressed gratitude for her 13 years of service with the Town of Littleton and wished her well in future career endeavors.

With no further business Commissioner Alston made the motion seconded by Commissioner Hogan to adjourn the meeting at 4:45 pm. The motion voted and carried unanimously.

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Town Clerk