

TOWN OF LITTLETON

01.17.2017

Board of Commissioners Work Session

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, January 17, 2016 at 10:00 am. In attendance were Commissioners Gerleen Pitchford, Clara Debnam, Heidi Hogan and Don Spragins. A quorum was present. Commissioner Sylvia Alston emailed that she would be absent due to illness.

Mayor Pro Tem Clara Debnam called the meeting to order at 10:08 am.

Mayor Pro Tem Clara Debnam began the meeting with the current deceased water and sewer account list. The list compiled of current water and sewer accounts that remain the deceased parent or spouse's name. The accounts need to be brought up to date with the current resident and the one who is responsible for the paying of the water sewer bill. Following discussion it was suggested that a period of 30 days be given to transfer the accounts for a small fee for accounts with no delinquency. Suggested July 1, 2017 as the final date to make the updates this will allow residents several months to bring accounts current. The Board requested a Resolution to adopt at the February 6, 2017 meeting. Grandfather deceased owner water sewer accounts be to the current responsible person. After July 1, 2017 deceased accounts will be closed and the new owner will be required to open a new account with the current fee schedule deposit.

Mayor Girdley arrived at 10:15 am.

Progress 2017 Lake Gaston Gazette Ad – Small Town, Home Town ad, publication date 01.25.2017.

Discussion was held if the town is interested in advertising in the Progress '17 special supplement to the Lake Gaston Gazette Observer. Commissioner Hogan and Commissioner Pitchford suggested money be set aside in the annual budget for the marketing, promotion of Littleton. Funds in the current budget are for advertising of positions or public notice posting. The Progress' 17 ad rate is quarter page ad is \$100.00. Commissioner Hogan made the motion seconded by Commissioner Pitchford to run the same ad as last year. Clerk will contact Mary Lou Cheek.

Auditing Contract 2016-2017 – Proposal and contract for annual audit for the current fiscal year 2016-2017 received from Larry Carpenter, CPA. The Board agreed to add a resolution to the agenda February 6, 2017. The Clerk reported the annual audit for 2015-2016 was complete and Larry Carpenter is available to update the Board at the February work session.

Abandoned Vehicle Update – Commissioner Pitchford requested mailing labels for current in town resident water accounts. The Police Department will send letters and give 30 days to move the vehicles. Letters will be sent out as soon as the labels are received.

Unleashed Dogs – Commissioner Alston requested this be added to the agenda – limited discussion in the absence of Commissioner Alston.

Cooke Dam Update – Commissioner Hogan suggested manual clean out of the ditch by machete or bush axe during the winter (non-growing season)

Landfill Update – Keith reported to the Mayor that permits may be available as soon as May 2017.

Employment Vacancy – Clerk Clark reported to the Board that 12 applications were received and several applicants should be interviewed. The Clerk inquired how the Board would like to proceed. The consensus of the Board was to allow the Clerk to move forward with interviews.

Additional Street Lights – Commissioner Hogan reported areas on Mosby, Ferguson, West Warren and Roanoke where there should be additional street lights. She inquired if there were any other areas of concern.

Commissioner Spragins agreed with the suggestion of Buddy Isles (12.05.2016) that all of downtown be better illuminated, Hwy 158 & Hwy 903 and Mosby Avenue. Commissioner Hogan will inquire with the Power Company on the cost of additional led lights in town. From the City limit signs on all four streets into town.

Littleton Town Center - Clerk reported that she spoke with Barbara Mann regarding the \$600.00 invoice and agreement for the EMT rental space. The new ownership will be sending an additional invoice for the balance of \$600.00.

Close Town Hall – The Clerk reported that she and Keith Hamm are required in Raleigh for depositions in the current lawsuit Wednesday, January 18, 2017. The Board agreed to close Town Hall for the day.

Ordinance Update – Commissioner Hogan suggested this be postponed until a date (March 2017) when Keith Hamm and Wanda Clark are available to attend.

With no further business the meeting adjourned at 12:05 pm.

Town Clerk