

TOWN OF LITTLETON
REGULAR MONTHLY/ROUNDTABLE SESSION
APRIL 28, 2020
6:30 P.M.
AGENDA

1. Call meeting to order 6:30 p.m.
2. Motion to approve the agenda
3. Consider approval of minutes of meeting(s) held March, 2020
4. Consider approval and payment of bills made in March, 2020
5. CloudWyze
6. Resolutions for Bank Accounts
7. Resolution for Bike/Pedestrian Parkway
8. 2020-21 Budget
9. Commissioners Reports on activities in March, 2020
10. Motion to go into closed session pursuant to NCGS143-318.11(a)(3) and (a)(6) to discuss personnel and to consult with the town attorney
11. Mayor's remarks
12. Adjourn

The Board of Commissioners of the Town of Littleton held their Regular Monthly/Roundtable Session, Tuesday, April 28, 2020, at 6:30 p.m. remotely through Zoom due to the COVID-19 pandemic. Present were Commissioners Gerleen Pitchford, Bonita Knight, Ophelia Gould-Faison, Steve Barcelo, and Lynn Moseley, town attorney, Kris Gardner, and one member of the public. Mayor K. Owen Scott called the meeting to order at 6:32 p.m.

Commissioner Knight made a motion; seconded by Commissioner Barcelo to approve the agenda. Motion voted and carried unanimously.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the minutes of March, 2020, as presented. Motion voted and carried unanimously.

Commissioner Moseley made a motion; seconded by Commissioner Barcelo to approve the March, 2020, bills as presented. Motion voted and carried unanimously. A copy of the bills are hereby incorporated into the minutes.

CloudWyze – Mayor Scott turned the meeting over to town attorney, Kris Gardner. Mr. Gardner told the Board he had reviewed the contract with CloudWyze and wanted to let them know there would not be free internet for residents to the town. Mr. Gardner said a copy of the rates CloudWyze will charge for internet service was in their packet as well. He mentioned the town already had another company that had put an antenna on the town's water tower. He was unsure what they paid. He said CloudWyze would pay the town \$50 per month for the use of the tower, which was what they were going to pay Halifax County. He said everything else about the agreement seemed fine. Mr. Gardner

also suggested if the town went forward with the agreement that the Public Works Director look and see where the antenna would be attached to make sure the antenna wouldn't interfere with anything.

Commissioner Barcelo said CloudWyze had not agreed to give free internet to the whole town but to give free internet down the main street to help with tourism. Mr. Gardner said CloudWyze had agreed to provide hotspots to the town and that would be a separate agreement.

Mayor Scott asked what Charter currently paid to the town for the use of the water tower. The town clerk informed him it was around \$264 a month. Mayor Scott felt we should not undercut Charter. Mr. Gardner said CloudWyze was a way to get broadband internet to rural areas and was not really a revenue source for the town. After some discussion it was decided to table a decision until the town was able to find out what type of equipment Charter has and compare it to what CloudWyze was wanting to put in place.

Resolutions for Bank Accounts- Mayor Scott explained the three resolutions added Rhonda Bobbitt to each banking institution to be able to sign checks in the event the Town Clerk was out of town or unable to do so. Commissioner Knight made a motion; seconded by Commissioner Moseley to approve Resolutions 2020-01, 2020-02, and 2020-03 which add Rhonda Bobbitt to town's bank accounts. Motion voted and carried unanimously. A copy of each resolution is hereby incorporated into the minutes.

Resolution for Bike/Pedestrian Parkway – Mayor Scott explained the town had given verbal agreement to the GLDP to go forward with looking for a bike/pedestrian parkway grant. Commissioner Knight who is the Recreation Commissioner explained the town needed to be willing to match up to 10% toward the project if Littleton was awarded the grant. She said the town's 10% was \$3500 and had been placed in the 2020-21 budget. The town clerk explained the application was not due until sometime in June and the awarding of the grant would not be known until the new fiscal year had started. Commissioner Knight made a motion; seconded by Commissioner Pitchford to approve R-2020-04 Resolution in Support of Application for NCDOT Bicycle and Pedestrian Grant. Motion voted and carried unanimously. A copy of the resolution is hereby incorporated into the minutes.

2020-21 Budget – Mayor Scott turned the meeting over to Finance Commissioner Moseley. Commissioner Moseley presented the budget he and the finance officer had put together. He stated the League of Municipalities had sent out some information today letting everyone know there might be some issues with motor vehicle tax and property taxes coming in for the coming year. He said when work had started on the budget it looked like there would be a deficit of over \$20,000, but when information about property reevaluations came out it helped and gave the town more money to work with. As the budget is being presented now, there is still \$861 to be disbursed among the expenses. He stated everyone was given something they asked for off their wish list. He asked everyone to not make any major purchases until the first of November to see how the finances would be coming in. He went through each department explaining what was added to their budget. Commissioner Moseley then said he was proposing a bonus be given to all employees in the month of December in place of a raise for everyone. He also proposed a raise to Dana Killeen from \$9 to \$10 per hour and to increase her hours to 40 hours per week, 20 hours for streets and 20 hours for water and sewer. A proposed raise for Evelyn Melton from \$8.33 to \$9 per hour for 16 hours a week.

Commissioner Moseley said since the town did not need to budget for elections this year some of that money was earmarked for the GLDP and the commissioner's Priority Project to maybe be used as a façade grant for business owners.

Commissioner Moseley also stated not included on the revenue for the coming year is approximately \$15,000 the town might receive if the Rolling Hills Initiative is approved. He stated that would give the town a secondary cushion in the event funds were less due to the COVID-19 virus.

After his presentation Mayor Scott allowed each commissioner to ask questions about the proposed budget. Commissioner Gould-Faison asked about increasing the Fund Balance. It was noted that the money received from the Rolling Hills Initiative could be put into savings to increase the Fund Balance. It was also mentioned the \$21,000 that was in the water and sewer revenues that had not been placed in any line item could be placed in savings and earmarked for water and sewer.

Mayor Scott said the tractor needed to be nailed down to specific costs and trying to make sure the budget was balanced not leaving any unbudgeted revenues. It was decided to complete the budget issues at the May 12th meeting and choose a Public Hearing date so the budget would be in place by June 30, 2020.

Commissioner's Reports on activities March, 2020 – Streets – Commissioner Barcelo said lots of brush, leaves, and garbage is being picked up. He mentioned orange paint is being used to mark areas of streets in town that need to be repaved or potholes repaired.

Water and Sewer – Commissioner Gould-Faison said Keith Hamm had submitted the 2019 Local Water Supply plan into the state and had received a letter stating the town was in compliance. She said he was working on water and sewer maps and had mapped the directional flow for all the sewer lines and placed water lines that were not previously on the maps according to streets and 911 numbering. She stated Affinity House was moving along and hooking up to the town's sewer was still being worked on.

In the sewer department there were no inspections, violations or overflows. Posters were printed and hung around town to make sure citizens were aware of what not to put into the sewer system. Commissioner Gould-Faison also stated workers were using masks, goggles and gloves to be safe during this time with the COVID-19 virus.

Cemetery- Commissioner Knight stated Ben's Creek Nursery had completed the trimming and cleaning up of the cemetery. The grass was cut before Easter and everything looked really good. She stated she is looking into removing a tree at the front of the cemetery as well.

Finance – Commissioner Moseley read his Finance Report. He stated the town has received 89% of the General Funds budgeted and spent 83% of expenses budgeted. In the Water and Sewer Department the town as received 78% of the funds budgeted and spent 74% of the budgeted amount. A copy of the finance report is hereby incorporated into the minutes.

Police Department - Commissioner Pitchford read her police report. A copy is hereby incorporated in the minutes. She gave an update on the PD Renovations. She stated the plumbing, and HVAC has

passed inspection and once the electric passes inspection the sheetrock will be put in place. As soon as the weather clears up work will begin on the outside of the building.

Commissioner Pitchford said the original funds for the PD Renovations did not include a generator. She stated she had been looking into several options to get one. One option was with the USDA. There is a \$50,000 grant which could be available to the town. The other option is a grant which is a with the NC Department of Public Safety and FEMA. FEMA would provide 75% of the funding and the state the other 25%. Commissioner Pitchford was asking the Board to allow her to pursue these options to obtain a generator for the police department.

Commissioner Pitchford made a motion; seconded by Commissioner Knight to be approved to look into either or both options to provide grant funding for a generator for the Police Department. Motion voted and carried unanimously.

Mayor Scott then asked that anyone with comments on the commissioner's reports to please submit those comments to town hall.

Commissioner Mosely made a motion; seconded by Commissioner Pitchford to go into Closed Session pursuant to NCGS 143-318.11(a)3 and (a)6 to discuss personnel and consult with the town attorney. Motion voted and carried unanimously. Commissioners went into closed session at 7:23 p.m.

Commissioners came out of closed session at 7:30 p.m.

Mayor's Remarks - Mayor Scott stated there were no motions necessary after coming out of Closed Session. He reminded everyone of the Public Hearing Monday, May 4, 2020, at 6:30 p.m. for the Rolling Hills Initiative. The Public Hearing will be held through Zoom. The call in number is 1-929-205-6099, enter meeting ID: 872-5365-1934.

Commissioner Barcelo made a motion; seconded by Commissioner Knight to adjourn. Motion voted and carried unanimously.

Ellen M. Eller, Town Clerk