

Town Hall  
112 East South Main Street

**AGENDA**

**January 14, 2020 6:30 p.m.**  
Regular Monthly Board Meeting

1. Call meeting to order 6:30 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, 2019
5. Approval for payment of bills for December, 2019
6. USDA – Housing Preservation Grant- Bryon Waters
7. Economic Development - SERCAP
8. Event Permits
  - a. Littleton-Lake Gaston Festival, September 4-5, 2020
  - b. Worn Wisdom Ministries, January 25, 2020
9. Dog Tethering
10. Burn Permits
11. Citizen’s concerns and comments – Buddy Isles, Sr., GLDP
12. Commissioner Reports on activities in December, 2019
13. Citizen’s Comments on Commissioners reports – comments/questions-limited to 2 minutes
14. Mayor’s remarks
15. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, January 14, 2020, at 6:30 p.m. at the Littleton Town Hall. Present were Commissioners Stephen Barcelo, Bonita Knight, Gerleen Pitchford, Ophelia Gould-Faison, and 10 members of the public. Commissioner Lynn Moseley was absent. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:30 p.m. The meeting opened with the Pledge of Allegiance. Mayor Scott followed with the invocation.**

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

Commissioner Barcelo made the motion; seconded by Commissioner Gould-Faison to approve the minutes for December, 2019. Motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by Commissioner Gould-Faison to approve the payment of bills for December, 2019. Motion voted and carried unanimously.

**USDA – Housing Preservation Grant, Byron Waters** - Mr. Waters, Multi-Family Housing Program Director with the USDA, presented a plan to the Board in regard to the town partnering with the Roanoke Chowan Regional Housing Authority to improve living conditions for the residents of Rolling Hills Apartments in Littleton. Mr. Waters explained there was grant money available through USDA to help with improvements in the apartments. The grant could be obtained if the town was willing to apply for the grant and then administer it. The town

would not have to put forth any money for the project. As grant administrator the town would be able to receive funds to administer the grant, and RCRHA would be able to make repairs on the Rolling Hills apartments. Mr. Waters said the town would have to work with RCRHA to work out the details for the project. He said he has the idea and would like to see it happen. After some discussion it was a consensus of the board to table a decision and have Mr. Waters return to the Roundtable Session, January 28, 2020, to give board members a chance to read through his information and formulate questions.

**Economic Development – SERCAP-** Mayor Scott explained the board had held a meeting with SERCAP and there is an opportunity to have an intern come and work finding economic development grants for the town. There would be no charge to the town. Mayor Scott said there was a consensus among the Board to go forward with the intern. He wanted to make sure there was no further discussion and if the Board wished to have the intern come a motion would need to be made. Commissioner Barcelo made a motion; seconded by Commissioner Pitchford to accept SERCAP's offer of an intern to help find economic development projects for the town. Motion voted and carried unanimously.

**Event Permits – Littleton-Lake Gaston Festival, September 4-5, 2020** Commissioner Barcelo made a motion; seconded by Commissioner Knight to approve Littleton-Lake Gaston Festival for September 4-5, 2020. Motion voted and carried unanimously.

**Worn Wisdom Ministries – January 25, 2020 -** Commissioner Pitchford made a motion; seconded by Commissioner Knight to approve Worn Wisdom Ministries event scheduled for January 25, 2020. Motion voted and carried unanimously.

**Dog Tethering –** Chief Trivette presented a copy of Halifax County's ordinance for dog tethering and asked the Board to accept the ordinance for the town. Commissioner Barcelo made a motion; seconded by Commissioner Pitchford to accept Halifax County Dog Tethering ordinance. Motion voted and carried unanimously. Some discussion was held about dogs running loose through town. Commissioner Barcelo stated he had contacted PETA and wouldn't mind helping with the feral cats and loose dogs, but he wants to make sure his employees have the proper equipment and are trained.

**Burn Permits –** Commissioner Barcelo informed the Board Affinity House had wanted to burn the debris from cutting down trees and couldn't because of the town's burn permit requirements. He stated the burn permit needed to be reworked. It was decided to have Commissioner Barcelo draw up something basic and bring to the board at a roundtable session.

**Citizen's Concerns and Comments – Buddy Isles, Sr. GLDP –** Mr. Isles reminded the Board the GLDP would be conducting first Fridays for the coming year, and he would contact the town clerk in regard to reserving the dates. He asked the town to consider taking over the porta john rentals. He stated it would be easier for the person having an event to pay all fees at town hall instead of contacting him. Brad Clark from the GLDP stated the porta john company comes and cleans them each week. The funds received from the porta johns for each event more than covered the monthly fee the company charge for renting them. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison for the town to take over the porta john rental from the GLDP. Motion voted and carried unanimously.

Mr. Isles mentioned he had received a \$500 donation to clean up the railroad bed. He stated Southern Corrosion had donated \$3000 to help with the Christmas lights, and the GLDP had only used \$600 so they have funds left for the coming year's Christmas decorating. Mr. Isles also said he felt conducting a meeting for all the citizens of the town at Lakeland to get citizen input would be beneficial.

Mr. Alton Parker – Mr. Parker spoke about 208 Mosby being a condemned home. He said the yard has not been cut in at least four years and he is having issues with mice. He also stated his neighbor on the other side has six automobiles. The house is vacant. He wanted to know if anything could be done to have them removed. Discussion was held on both issues. Mayor Scott said the board would get to work on both issues.

**Commissioner Reports on activities in December, 2019** - Street Department – Commissioner Barcelo stated since we have had lots of rain we have had sink hole issues. He also mentioned wet leaves are difficult to pick up and it would be appreciated if they were bagged. The leaves also need to be kept away from storm drains.

Cemetery – Commissioner Knight informed the board cemetery needs some maintenance. Some boxwoods are dead and need to be removed, while others need to be trimmed back. She said Wyatt would help tag the boxwoods that need attention. She informed the board Mr. Hobbs had come in and taken care of branches that were broken due to the weather. Commissioner Knight also said the driveway needs to be repaired. She asked to have the cemetery put on the roundtable agenda.

Water/Sewer – Commissioner Gould-Faison repeated the need for the WWTP to be repaired and upgraded. She said there were no violations for the month. She stated the town was looking for money to make repairs that would not require a loan. She also mentioned the town would be working on a capital improvement plan. She said she would come to the round table session with more information. Commissioner Gould-Faison read the water and sewer report. A copy is hereby incorporated into the minutes.

Commissioner Gould-Faison gave Keith Hamm a plaque for his fourteen years of service for the Town of Littleton as Water and Sewer Superintendent.

Finance – Mayor Scott read the finance report in the absence of Finance Commissioner Moseley. A copy is hereby incorporated into the minutes.

Police Department – Commissioner Pitchford read the monthly police report. A copy is hereby incorporated into the minutes. Commissioner Pitchford informed the board the renovations at the police department have started. The completion date is August 16<sup>th</sup>.

**Citizen's comments on Commissioner's Reports** - Mr. Parker asked Commissioner Gould-Faison about the sewer case. Commissioner Gould-Faison said she has started working on the project. She has made a list of properties of what has not been repaired over the years and will move forward.

Mrs. Sylvia Alston commented about the pothole between the Methodist Church and Littleton Service Center. She said there is a cone there, and she wondered when it would be taken care of. Mrs. Alston said she had been Cemetery Commissioner and Commissioner Knight had the authority to trim and take care of the cemetery as needed. Mrs. Alston also asked the Police Department when something would be done about the dogs running loose. She said if someone was hurt the town could have a lawsuit. Mr. Brad Clark said he has started walking in town and he would like to know what his rights were if he were attacked by a dog.

Mrs. Alston told Mr. Isles she was happy to hear that some money had been donated to take care of cleaning up the railroad bed. Mrs. Alston asked how the concrete would be taken care of. Mr. Isles said T.M. Alston had been contacted and he had given the GLDP a price. Mr. Alston would dump the concrete in his facility. Mr. Keith Hamm asked if the debris could be buried. Mr. Isles said no. Mr. Isles also informed the board he had gotten 75 more units to put on electric poles for Christmas next year.

Carolyn Harmon asked for an update on Littleton Tobacco and Laundry and the gaming situation. Chief Trivette said a letter had been written to the establishment to have the games removed within a set amount of time. He said Minit Chek had received the same letter.

**Mayor's remarks** - Mayor Scott congratulated Mr. Hamm on his retirement and thanked him for his service to the town. He said the town was excited to move forward in 2020 with new projects. The next town meeting will be the Roundtable Session January 28, 2020.

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Town Clerk