

**TOWN OF LITTLETON**

**LITTLETON, NORTH CAROLINA**

Town of Littleton  
112 East South Main Street

**AGENDA**

**October 11, 2021**

**6:30 p.m.**

Regular Monthly Meeting

Held at Town Hall and Remotely through Zoom

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 meetings held September, 2021
5. Consider approval and payment of bills for October 11, 2021
6. Budget Amendment
7. Ordinance 21-012 Passing Other Vehicles on the right
8. Brunch Bill
9. Christmas parade
10. November HCIA meeting
11. WWTP update
12. Churches water and sewer bills
13. Citizens' Concerns and Comments
14. Commissioners Reports on activities, September, 2021
15. Citizens' Comments on Commissioner Reports-comments/questions limited to 2 minutes
16. Motion to go into Closed Session pursuant to GS143-318.11(a)(6) to discuss personnel
17. Mayor's remarks
18. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular monthly board meeting Monday, October 11, 2021, at 6:30 p.m. at the Town Hall and remotely through Zoom.** Present were Commissioners Ophelia Gould-Faison , Jim Skilton, Clyde Johnston, and Lynn Moseley, town clerk, Chief Trivette, Bonita Knight, Marianne Conroy, and one citizen online. Commissioner Barcelo was absent as was Mayor Owen Scott. Commissioner Lynn Moseley presided over the meeting.

Commissioner Moseley called the meeting to order at 6:38 p.m. Commissioner Moseley lead with the pledge of allegiance and gave an invocation.

Commissioner Johnston made a motion; seconded Commissioner Skilton to approve the agenda as presented. Motion voted and carried.

Commissioner Johnston made a motion; seconded by Commissioner Gould-Faison to approve the minutes of meetings held September, 2021, as presented. Motion voted and carried.

Commissioner Skilton made a motion; seconded by Commissioner Johnston to approve the October, 11, 2021, bills as presented. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

**Budget amendment** – The town clerk explained when the budget was made there was no line item for retirement, 401K, and reimbursement of lots in the cemetery fund. The budget amendment moves \$1300 from the Equipment Purchase line item to the three other expenses. Commissioner Skilton made a motion; seconded by Commissioner Johnston to approve the Budget Amendment for the General Fund dated October 11, 2021, as presented. Motion voted and carried.

**Ordinance 21-012 Passing Other Vehicles on the right**- Chief Trivette said he had spoken to the commissioners at the last meeting about the ordinance. He stated most drivers did not realize it is illegal to pass a stopped vehicle on the right. He is concerned there will be an accident caused by passing on the right on 158 around Buddy Isles Automotive and Piggly Wiggly. He explained the approval of the ordinance would allow his department to write citations and the town to receive the funds.

Commissioner Gould-Faison asked when it would take effect. Chief Trivette said it could take effect immediately, but he wanted to make sure he had signs up to give warning to citizens. She asked if the signs would be put up on both sides of 158, alerting drivers coming from Roanoke Rapids as well as drivers coming from Highway 4 and 903. Chief Trivette said yes, signs would be posted both directions. Commissioner Gould-Faison made a motion; seconded by Commissioner Johnston to approve Ordinance 21-012 Amendment to Code of Ordinances to Regulate Vehicles Passing Other Vehicles Within Town Limits as presented. Motion voted and carried. A copy of the ordinance is hereby incorporated into the minutes.

**Brunch Bill**- Commissioner Moseley said he had received a couple of complaints about not having a Brunch Bill in Littleton. The bill states alcohol can be sold before 1 p.m. on Sunday. He explained Halifax County has adopted the bill, but each municipality is responsible for adopting it. Commissioner Moseley said with all that is going on in Littleton he feels the town needs to be consistent with everyone around us.

Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to contact the town's attorney and have him draft an ordinance to allow Littleton to adopt the Brunch Bill. Motion voted and carried.

**Christmas parade** – Commissioner Moseley read the event permit from Moria Underwood requesting to have the Christmas parade Saturday, December 4, 2021, from 11-12. Commissioner

Gould-Faison made a motion; seconded by Commissioner Skilton to approve the Christmas Parade for December 4, 2021. Motion voted and carried. Commissioner Gould-Faison made a motion; seconded by Commissioner Skilton to approve the Annual Christmas Parade Road Closure Ordinance 21-013. Motion voted and carried. A copy of the ordinance is hereby incorporated into the minutes.

**November HCIA meeting** – Commissioner Moseley shared information about the last HCIA meeting which was held in Hobgood. He said there was information about having a spokesperson come and give an affordable housing presentation.

The town of Littleton is hosting the next HCIA meeting November 17<sup>th</sup>. Commissioner Moseley said Mayor Scott was supposed to be checking to see if it could be held at the gym on the Littleton Academy property. Discussion was held about who would cater the event. It was decided to check with Speechless Catering first then go to Grandpa's Kitchen and Casa Mia. It was noted the town will pay for the meal since there are no dues for the year. The cost will be no more than \$15 per plate. The town clerk will check to see if the meeting can be held at the gym and then contact caterers so it can be approved at the next board meeting.

**WWTP update** – Commissioner Gould-Faison stated the town is waiting on an electrical engineer to come and do an assessment at the five pump stations. She hoped to have the quote by the end of the month.

**Churches water and sewer bills** - Commissioner Gould-Faison said she had some leaders at churches in town questioning their water/sewer rates. They are billed commercial rates at this time. The leaders were concerned because they don't use a lot of water and have not attended as much since Covid hit. She said there are approximately six churches affected by the rates.

Commissioner Gould-Faison stated she had the town clerk call around to other municipalities to see how they bill their churches. She said it was split, about half of them billed commercial and the other half residential. The minimum amount billed for commercial rates is \$59 and \$48.75 for residential. Commissioner Skilton said it would be about a \$120 loss in revenue per year per church. Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to change the church water/sewer rate from commercial to residential. Motion voted and carried.

**Citizen's Concerns and Comments** – Bonita Knight spoke about people speeding down Warren Street all night and making it difficult to sleep. She also stated when she goes to get her mail she has to be extremely careful because of the high speed of the cars passing her. She said she sometimes has to stand in the ditch. She said she appreciated the new speed limit signs being put up, but people are not obeying them.

Chief Trivette said his department has been working the area. Marianne Conroy, a resident on Warren Street, said she appreciated it. She said you could tell when the police were working the area and when they weren't. She said she was concerned someone would be hit due to the speed and the curve in the road.

Commissioner Moseley explained he had calls from a business in the area who complained about the police presence in the neighborhood decreasing his revenue. Commissioner Moseley said he asked the Chief to move around town and make sure ordinances were being written everywhere. Chief Trivette said he wished he had more officers. He also said he had spoken to State Troopers, but they were short handed too. Commissioner Gould-Faison mentioned they speed down Ferguson as well.

Ms. Knight said she had a concern about the street department. She said she comes into town and sees them working at the cemetery. She stated the ditch and the area where the Sabina Gould Walkway is located is always overgrown. Commissioner Moseley said the town had taken over the cemetery, but he thought only one person was working there. Commissioner Skilton said Commissioner Barcelo was in charge of the streets and cemetery maintenance. Ms. Knight wanted to know who took care of the streets if they were busy with the cemetery. She said the street department workers never complete what they start. She said Hackett Street and E. North Main in front of Sharmaine Baltimore's not been mowed. Both areas used to be mowed. Commissioner Skilton said the town has been down personnel. That could be part of the problem. Commissioner Moseley said he was making notes and would make sure Commissioner Barcelo was aware of Ms. Knight's concerns.

Ms. Conroy spoke about hearing gunshots behind Warren Street where she lives. She said she had heard them off on Justice Branch Rd. She said she froze one night when she thought she heard a semi-automatic weapon. Ms. Conroy lives in the county. Commissioner Moseley said when you hear shots you should immediately call 911. He stated if it's in the town's limits an officer will come if he is on duty. If no officer is on duty, the county will come.

Ms. Conroy also asked if there was an ordinance against keeping a dog in a pen. She was informed the town has an ordinance for not tethering a dog, but a pen is permitted. She was told the town does not have an animal control officer. She said she did call PETA. She was also told to call the county.

Ms. Conroy stated she was an artist and would like to have a home-based retail business. Commissioner Skilton told her there were restrictions on home-based businesses in the zoning ordinances. The ordinance gives information about parking, hours of operation, how many people can come, etc. He told her she could get on the town's website and get the information she needed. Commissioner Skilton mentioned his wife had spoken about an art gallery coming to town. She might be interested in that. It would be in the office space being developed next to the coffee shop.

Commissioner Gould-Faison thanked Ms. Knight and Ms. Conroy for coming and expressing their concerns. She asked for them to encourage others in the community to do the same thing. Commissioner Moseley said if she wasn't satisfied to come back, the squeaky wheel gets greased.

Commissioner Moseley said they would table the Closed Session until the Mayor was available and completed the necessary information for the board to discuss personnel.

**Commissioner Reports on activities September, 2021** – Police Department – Commissioner Moseley read his police report. The report is hereby incorporated into the minutes. He also mentioned the bids for the PD police cars would be opened October 25<sup>th</sup>.

Water/Sewer Department – Commissioner Gould-Faison informed the board MJ Price had started cutting the vegetation at the wwtp, but it has not been completed yet. She mentioned we are cutting people on and off. She mentioned the water we purchased from Halifax County had decreased about \$1000 from the previous month. She mentioned the ORC had borrowed RRSD's jetter. The town's jetter is broken and he would be looking to get it repaired.

Park/Cemetery – Commissioner Skilton said the town had bought back a plot and would be able to sell it at a considerably higher price. He mentioned the Bike/Pedestrian Parkway survey had been handed out at the last First Friday. The town clerk mentioned the mayor would be coming and would put the survey on the town's website. He also stated there would be a follow up meeting in a few days with the group helping the town with Bike/Pedestrian grant. Commissioner Johnston asked if a plot could be abandoned. After further discussion it was decided it could happen, but the town would not be aware of it.

Finance – Commissioner Johnston read his finance report. The report is hereby incorporated into the minutes. Commissioner Johnston said there were some webinars coming up on how to use the ARPA funds from the federal government.

Streets – Commissioner Barcelo was absent and no report was given.

Commissioner Moseley stated the Closed Session had been tabled. He mentioned the municipal elections would be November 2, 2021. The one stop voting would be at the Agricultural Building in Halifax starting October 14<sup>th</sup>. He repeated the information about opening bids for the PD vehicles on October 25<sup>th</sup>.

Commissioner Gould-Faison said she had a comment. She had attended the Gospel Explosion in the town's parking lot on Sunday. She said she had been concerned because the parking lot filled up and young children were running around and could have been hit. Chief Trivette said no one had contacted him about blocking off the parking lot. There was some discussion about how to make sure the parking lot is closed when the group requesting it desires it to be closed. It was decided to add a line about closing the parking lot on the event form.

Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to adjourn. Motion voted and carried. The meeting adjourned at 7:48 p.m.

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Ellen M. Eller, Town Clerk