

Town of Littleton  
112 East South Main Street

**AGENDA**

**October 20, 2020**

Regular Monthly Board Meeting  
Held Remotely through Zoom

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Consider approval of minutes of meeting(s) held September, 2020
4. Approval for payment of bills for September, 2020
5. PD Staff
6. Christmas Parade Road Closure
7. Water Tower
8. Open Commissioner Seats
9. Cemetery/Park Commissioner
10. Landfill Update
11. Dilapidated Buildings Ordinances
12. UCPCOG Zoning virtual meeting – October 29, 2020
13. Event/parking lot fees – Lake Gaston Baptist and American Legion Spaghetti Sauce
14. Citizen’s Concerns and Comments – GLDP – Lori Zito
15. Commissioners reports on activities in September, 2020
16. Citizen’s comments on Commissioner Reports – comments/questions limited to 2 minutes
17. Mayor’s Remarks
18. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, October 20, 2020, at 6:30 p.m. remotely through Zoom.** Present were Commissioners Stephen Barcelo, Ophelia Gould-Faison, and Lynn Moseley, and ten members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:30 p.m.

Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to approve the agenda. Motion voted and carried.

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

Commissioner Moseley made a motion; seconded by Commissioner Barcelo to and pay the bills as presented and include October 20, 2020 bills as well. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

**PD Staff** - Commissioner Moseley stated Chief Trivette would like to hire another part time police officer. Commissioner Moseley said the chief would like to have a good pool of officers to use when staff is off or large events are held. He asked Chief Trivette to give the board information about the applicant. Chief Trivette stated he would like to recommend Ray Tripp, a deputy sheriff from Halifax County, to be hired as a part-time police officer. He said he has known Mr. Tripp and worked with him for several years. Chief

Trivette said he had all the background checks done, and he was just waiting for board approval. Commissioner Moseley made a motion; seconded by Barcelo to hire Mr. Ray Tripp as a part time police officer for the town of Littleton. Motion voted and carried.

**Christmas Parade Road Closure Ordinance** - The town clerk presented the ordinance to close Highway 158 in the event the town was able to have a Christmas parade this year. She stated DOT needed the information to approve road closures 60 days before the event. Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to approve Ordinance 0-20-007 Annual Christmas Parade Road Closure. Motion voted and carried. A copy of the ordinance is hereby incorporated into the minutes.

**Water Tower-** Mayor Scott explained Southern Corrosion had donated a water stirrer that keeps the water moving and adds oxygen to the water in the water tower several years ago. He said it just needs electricity wired to it to make it operable. He was hoping to bring the cost of electrical connection, but he had not received the information yet. He thought it would cost between \$500 and \$1000. He stated it uses a standard 120 outlet. He said he would look into it and bring the information back to the board.

**Open Commissioner Seats** – Mayor Scott said the town has received four applications for the open commissioner seats. The applicants are Jim Skilton, Clyde Johnston, Stephen Brent Hamm, and Keith Hamm. All four applicants met all the requirements to be appointed. Commissioner Gould-Faison asked if there was a date set for closing the applications. Mayor Scott there had been no date set, it was open ended. He stated the town attorney said the board did not have to fill the vacant seats, but it would be advantageous to do so. Commissioner Gould-Faison said someone had approached her about being considered for the open seat. After some discussion Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to have a deadline of November 24, 2020 at 5:00 p.m. for applicants for the open commissioner seats. Motion voted and carried.

**Cemetery/Park Commissioner** - Mayor Scott said the board had not appointed anyone to the open cemetery/park department. He said he thought that these positions could fall under the Street Department. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to temporarily have Street Commissioner Steve Barcelo be the cemetery/park commissioner as well. Motion voted and carried. Commissioner Barcelo said he had already been taking care of these areas and would continue to do so.

**Landfill Update** – Mayor Scott reminded the public the town's landfill is not for public use. The street department is the only group authorized to pick up leaves and limbs and take them to them to the landfill. Mayor Scott also asked if it was time to turn the debris over at the landfill. Commissioner Barcelo said he had just had that done. He said the town needed to get a chipper in to take care of the limbs, but he was waiting for leaves to fall off the branches.

**Dilapidated Buildings Ordinances** – Chief Trivette said he had gotten all the paperwork done to have the 312 E. North Main Street and Ferguson Street properties demolished. Owners had been notified. Commissioner Barcelo made a motion; seconded by Commissioner Moseley to approve Ordinances 20-008 and 20-009 to remove and demolish the properties on E. North Main and Ferguson Street. Motion voted and carried.

**UCPCOG Zoning virtual meeting** – The town clerk stated the COG was hosting a virtual meeting October 29, 2020, in regard to land use and zoning updates. She said she had spoken to town attorney, Kris Gardner who said it would be wise for someone to attend. She said Commissioner Pitchford had been in charge of the town's zoning/ordinance updates. So someone needed to be willing to take her place. Mayor Scott volunteered to attend this virtual meeting for the town.

**Event/parking lot fees** – Lake Gaston Baptist Church and American Legion Spaghetti Sauce – Mayor Scott mentioned with COVID-19 a lot of events had been cancelled. He asked the board if they wanted to continue with no fees to use the parking lot through the end of the year. There was a consensus among the board to not charge fees through the end of the year.

Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to approve the American Legion's event to sell drive through spaghetti sauce for October 23, 2020. Motion voted and carried.

Lake Gaston Baptist Church – Mayor Scott said they wanted to use the parking lot October 31, 2020, from 4-6 p.m. to have a trunk or treat. Mayor Scott asked Lori Zito if she had heard anything from Lake Gaston Baptist Church in regard to their event. She said no. She said the GLDP's event is a pedestrian free, drive through event. She said they were trying to make it so CDC guidelines and social distancing was maintained. It was noted the church was going to have pedestrian traffic. Ms. Zito said E. North Main would be closed down and have cars enter at the hardware store. They would leave at the end of E. North Main and Highway 903.

After some discussion it was decided to have Mayor Scott and Lori Zito have a conference call with Lake Gaston Baptist and see if other places could be used as a trunk or treat event. Commissioner Barcelo made a motion; seconded by Commissioner Moseley to approve the GLDP's Halloween Drive thru trunk or treat event for October 31, 2020, from 6-8 p.m. Motion voted and carried.

Commissioner Gould-Faison asked if there was something in place in regard to the parking lot as far as limiting the use of the parking lot to drive through events only. She did not want to have anyone standing. Mayor Scott said the clerk could add on to the bottom of the event form a line stating the event needed to be a drive through only event due to COVID-19 and the event must stay within CDC guidelines.

**Commissioner Reports on activities in September, 2020** - Streets – Commissioner Barcelo said leaf season is in full swing. He said the landfill had been turned. He hoped to fix pot holes before it got too cold. He asked the public to please bag leaves if possible and to call town hall and let them know so they could be picked up as soon as possible. Commissioner Barcelo said the computers for the commissioners and mayor have been ordered and should be coming in this week or next.

Cemetery – Commissioner Barcelo said there were some stones that need to be fixed. He was in contact with Wyatt Pegram at Blaylock's to see how to go about that.

Water/Sewer – Commissioner Gould-Faison said our new ORC in training had just finished his first week on the job. She stated Mr. Compton would be taking the test December 10<sup>th</sup> to be certified. She said until he had his license RR Sanitary District would still be overseeing the plant. She said the lift stations needed to be upgraded. She also mentioned she had received information today about the search grant and its completion. She said hopefully by the first of November the final figures and information would be completed. She said the town hopes to receive funding through UCPCOG.

Finance – Commissioner Moseley read the finance report. In general fund the town has collected 27% of the budgeted revenues and spent 13% of budgeted expenditures. In water/sewer fund the town has taken in 25% of budgeted revenues and spent 33% of budgeted expenditures. Commissioner Moseley said the expenditures in water and sewer are up due to the working with RR Sanitary District. A copy of the finance report is hereby incorporated into the minutes.

Police Department – Commissioner Moseley shared the police department had participated in a NARCAN class through HCC. All officers were trained and cleared to carry NARCAN. Each officer was given two free

anecdotes, one for use with the police department and one for personal use if necessary. Commissioner Moseley read the police report for the month. A copy of the report is hereby incorporated into the minutes.

**Citizen's Comments on Commissioners Reports** - There were no citizen comments.

**Mayor's remarks** – Mayor Scott said there was some interest from the board to cancel next week's meeting. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to cancel the October 27, 2020, roundtable meeting. Motion voted and carried. The next meeting will be November 10<sup>th</sup>. Mayor Scott told everyone to enjoy Halloween and be safe.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to adjourn. Motion voted and carried.

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Ellen M. Eller