

Town of Littleton
112 East South Main Street

AGENDA

November 10, 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 October, 2020
4. Approval for payment of bills for October, 2020
5. Budget Amendments
6. Planning Board Sign recommendation
7. Opening of Demolition Bids for Ferguson and E. North Main properties
8. MLK Road Closure for parade ordinance
9. Water tower
10. Schedule of Fees for cemetery
11. Gaming Machines
12. PD Staff
13. First Citizen Bank Repairs
14. WWTP Facility Budget
15. Event Permit – Fran Fikac with Worn Wisdom Ministries – January 9, 2021
16. Citizen’s Concerns and Comments
 - a. GLDP - Lori Zito
 - b. Fitts Foundation - Stacy Woodhouse
17. Commissioners reports on activities in October, 2020
18. Citizen’s comments on Commissioner Reports – comments/questions limited to 2 minutes
19. Mayor’s Remarks
20. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, November 10, 2020, at 6:30 p.m. remotely through Zoom. Present were Commissioners Stephen Barcelo, Ophelia Gould-Faison, Lynn Moseley, and five members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:30 p.m.

Mayor Scott said he wished to add an item to the agenda between number 5 and 6, Planning Board Recommendation. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the agenda, with the addition of Planning Board Recommendation between items 5 and 6. The motion voted and carried.

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

Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to approve the bills for October, 2020, as presented. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Budget Amendments - Commissioner Moseley presented budget amendments from the general fund and water/sewer fund for approval. He stated these amendments made line items in the departments to be in line with the town's budget. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to approve the budget amendments as presented. Motion voted and carried. A copy is hereby incorporated into the minutes.

Planning Board Recommendation - Clyde Johnston, chairman of the Planning Board, informed the board Jim Skilton had recommended amending the Zoning Ordinance in regard to ground signs in the Town of Littleton. The present maximum area is 40 square feet. After speaking with the town attorney, Kris Gardner, it was suggested the ordinance be amended to 60 square feet. It was also suggested to add digital signs to the zoning ordinance. Mr. Johnston said the Planning Board was recommending that the zoning ordinance be amended to ground signs having a maximum area of 60 square feet, and to add digital signs to Sections 501-1.7. Mayor Scott stated the Town Board would not make any changes to the ordinance at this time. The commissioners would be holding a public hearing Tuesday, November 24, 2020, at 6:30 to receive public comment in regard to the changes in the Zoning Ordinance. He stated the public hearing would be held at Town Hall.

Opening of Demolition Bids for Ferguson and East North Main Street properties - Commissioner Barcelo opened the demolition bids for the board. The bids were as follows: Rightmyer Machine Rentals, \$24,165; Jones Grading and Building, Inc. \$44,000; AK Grading & Demolition, \$17,400; and T.M. Alston, \$13,000. After some discussion Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to award the demolition contract to T.M. Alston in the amount of \$13,000. Motion voted and carried.

MLK Road Closure for parade ordinance - Mayor Scott read the ordinance for the MLK parade which will be held January 18, 2021. Mayor Moseley asked since the Christmas parade has been cancelled and wondered what the governor's executive orders and CDC would be like in January. Mayor Scott said the town had approved the ordinance in case the Christmas parade could be held and felt the MLK parade should be handled the same way. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to approve the Annual MLK Day Parade Road Closure Ordinance O-2020-011 with the stipulation that if the CDC, Halifax County, or the Governor issues an Executive Order, those orders have to be abided by. Motion voted and carried.

Water Tower – Mayor Scott updated the board on the power to the water tower that would furnish electricity to a stirrer that keeps the water in the tower oxygenated. He stated there was a receptacle at the water tower which had been put in place for the stirrer and it just needed to be plugged in. However, the Christmas lights used that plug and he was suggesting another plug be put in so both the stirrer and Christmas lights could be run at the same time. He said it would cost the town between \$300-700 to put in a new outlet depending on what needs to be done. Commissioner Barcelo asked if his building under the water tower could also be wired for electricity. After some discussion Commissioner Barcelo made a motion; seconded by Commissioner Moseley to accept bids for a Christmas Light receptacle and a separate bid for wiring electricity to the Street Department Building. Motion voted and carried.

Schedule of Fees for Cemetery - Mayor Scott explained when the Schedule of Fees in 2018 was adopted the non-resident fee for cemetery plots and burial administrative fee had been left off. There were some other fees that were left off as well. After some discussion Commissioner Barcelo made a motion; seconded by

Commissioner Moseley to update the Schedule of Fees to include plot fees for non-resident at \$1,000 for 12 x 8 plot; \$2000 for 12 x 16 plot and to charge \$50 for plot location. Motion voted and carried.

Gaming Machines - Chief Trivette informed the board he had looked back into the minutes and found where the last time the board had addressed the issue was February 25, 2020. He said at that time the businesses were informed they were to give the town a time frame to remove the machines in order to not lose all their investment. He stated since that time new machines had been added to both businesses. He said the issue of Littleton Tobacco and Laundry being grandfathered in had already been addressed. He also said he was getting complaints about the businesses. Mayor Scott said the town should get with town attorney, Kris Gardner, to see what to do next. Chief Trivette stated he was under the impression the businesses were supposed to have gotten back with the town. The businesses have not done so. Mayor Scott said to get with Mr. Gardner and put it back on the agenda for the November 24th meeting.

PD Staff - Chief Trivette informed the board Dean McFaddin was taking another full-time job and would be going to part time with the town. He said Donald Duke would be filling the full-time position since he was already a part-time officer on staff. He stated Dean would be an administrative sergeant which would have him going to 911 Board Meetings. He would no longer have a take home vehicle. His last day will be November 23 and Donald Duke's first day will be November 24. He said he is excited to have Mr. Duke because he has ten years experience which includes canine work and juvenile resource work. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to hire Donald Duke to assume the full-time position. Motion voted and carried.

Chief Trivette said Mr. Duke would like to bring his sick leave over from his county job. Commissioner Moseley stated Chief Trivette had looked at the town's personnel policy in regard to vacation and leave time. Commissioner Moseley said if someone brought their sick leave to the job there should be some time limit that employee would have to work in order to be paid for their sick and vacation leave. He also mentioned after an employee reaches the 240 hour mark any vacation above that be rolled over into sick time. Commissioner Barcelo asked if the town attorney had looked these ideas over. It was decided to have Chief Trivette contact Kris Gardner and bring the information back to the board at the November 24th meeting.

First Citizen's Bank repairs - Commissioner Gould-Faison explained First Citizen's has had ongoing issues with their sewage. The town has determined the issue is the town's issue not First Citizen's. She said it should not be over \$2500 to fix the problem. She was coming to the board to ask to use Sewer Case funds to make the repairs. Commissioner Barcelo said the problem was not deep and could be dug out by hand. Commissioner Gould-Faison said the roots from the crepe myrtle trees were also a problem with the sewer line. Ray Rightmyer was going to come and give an estimate on what it would cost to fix. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to use up to \$2500 Sewer Case Settlement Funds to repair the First Citizen's Bank sewer problem and to do so as quickly as possible. Motion voted and carried.

WWTP Facility Budget - Commissioner Gould-Faison informed the board there are a lot of items that need to be fixed at the wwtp and lift stations. She said she would be meeting next week to prioritize what needs to be fixed and how much each repair would cost. She wants the Board to know she will be presenting the list with cost estimates at the November 24th meeting.

Event Permit – Fran Fikac with Worn Wisdom Ministries – January 9, 2021. Mayor Scott went over the event permit. The board had several questions about the event. Mayor Scott said he would call Ms. Fikac and ask her to be available to speak at the November 24th meeting. The approval for the event was tabled until the November 24th meeting.

Citizen's Concerns and Comments - GLDP – Lori Zito gave an update on the Halloween Trunk or Treat. She said the GLDP had a lot of positive feedback and appreciated the town's support. She also mentioned the GLDP was concerned about the lighting on East North Main Street. She said it was very dark on the street and is hoping the town would consider getting better lighting so it was brighter and safer. Mayor Scott asked Commissioner Barcelo about it. Commissioner Barcelo said he had been in contact with Duke today. He said he had looked into lighting on 903 as well. He has put in a work order, but does not know when it will be done.

Ms. Zito said since the Christmas parade was canceled the GLDP was trying to think of some other ways to celebrate Christmas in Littleton. She mentioned Christmas Caroling through town and coordinate with Chief Trivette on a route. She said if it was posted people could come out and hear the music. It would not be singing, but would be instrumental and would be from 6-8 p.m December 10th. She also said they would like to coordinate lighting and have a Light Up Littleton event through a Facebook live event.

Stacy Woodhouse with the Fitts Foundation informed the Board they have been testing the Wifi and the town is pretty much covered at this time. The fastest internet is near the stage, which is also probably the fastest internet in the county. They have some more equipment to get in place. Then they will then be ready to flip the switch and will announce a date. They want to have a landing page so when you come within wifi range you will see "Welcome to Littleton this internet is provided by the Ed Fitts Foundation." He said there would be a timer so there would be a 4-5 hour time limit. He stated the internet is not meant to take the place of businesses internet. Mr. Woodhouse wanted some input from the town board on how to proceed with a grand opening event. He suggested dignitaries from the state be a part of the grand opening, even if it would have to be done remotely. He suggested town council members could be interviewed on what it means to have free Wifi in Littleton. Commissioner Barcelo said the town has purchased a camera and is working on being able to carry meetings through youtube or Facebook.

Mr. Woodhouse also informed the Board Mosca Designs would be in town Friday to set up the Christmas Tree and lights in the Fitts parking lot and to put lights in the businesses windows. He said he would like to coordinate with the GLDP for lighting. He explained they were going to use kids from John 3:16 to decorate Christmas ornaments to be displayed in the old Rose building. Mr. Woodhouse asked Lori Zito to reach out through email to him.

Commissioner Reports on activities in October, 2020 – Streets – Commissioner Barcelo said leaf season is in full swing. He reminded citizens to bag leaves if at all possible. He also mentioned he had someone who was working some community services hours which has been very helpful. Commissioner Barcelo also mentioned the end of Church Street and some other small roads needed stone where the rain has washed out the road. After some discussion Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to use Powell Bill Funds to buy stone and the amount not to exceed \$1500. Motion voted and carried.

Cemetery – Commissioner Barcelo mentioned the mowing has not been good the last couple of months. He said he is in the process of finding out when the contract with the current company would be up. He thought it might be good to bid it out again in the spring or maybe take it on internally.

Water/Sewer – Commissioner Gould-Faison said the town was continuing to work with the Roanoke Rapids Sanitary District to improve the lift stations and the wwtp. She asked the board to set up a time to tour the plant. She thanked the town employees and Commissioner Barcelo for all they do to help the department.

Finance - Commissioner Moseley read the monthly finance report. A copy is hereby incorporated into the minutes.

Police Department – Commissioner Moseley informed the Board Chief Trivette had received the GEMS grant he had applied for. Chief Trivette explained the grant was for \$25,000 and the town would pay for all IT equipment first and then be reimbursed. Commissioner Moseley read the police report. A copy is hereby incorporated into the minutes. Commissioner Moseley mentioned Chief Trivette is exploring all options for getting better police coverage around town.

Citizen’s Concerns and Comments - There were no citizen’s concerns or comments.

Mayor’s remarks - Mayor Scott reminded the public that the town has two open commissioner seats. The town is taking applications until November 24th, 2020, at 5:00 p.m. The open seats have been put on the agenda for the November 24th meeting. Mayor Scott thanked the commissioners for all they do. He congratulated the Chief for getting the grant and working on staffing needs. He thanked the Ed Fitts Foundation and GLDP for all they are doing for the town. He said 2020 has been hard due to COVID-19, and he appreciated everyone working to keep things going in Littleton.

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

Ellen M. Eller, Town Clerk