

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street
November 26, 2019

AGENDA
ROUNDTABLE SESSION
6:30 p.m.

1. Call meeting to order
2. Motion to approve the agenda
3. Approval of bills
4. Roanoke Valley Insurance Proposal
5. Transportation Agreement for Involuntary Commitments
6. Asst. Clerk opening
7. Overtime update from Federal Government
8. UCPCOG board appointment and alternate
9. GEMS Grant
10. Vendor Permits
11. Motion to go into Closed Session pursuant to NCGS143-318.11(a)(4) to discuss matters Relating to economic development
12. Adjourn

The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session, Tuesday November 26, 2019, at 6:30 p.m. at the Littleton Town Hall. Present were Commissioners Steve Barcelo, Bonita Knight, Gerleen Pitchford, Ophelia Gould-Faison, Donald Spragins, Chief Trivette, and five members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:31 p.m.

Mayor Scott asked to amend the agenda to add GLDP/Southern Corrosion between items 11 and 12.

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

Commissioner Spragins made a motion; seconded by Commissioner Barcelo to approve the bills as presented. Motion voted and carried unanimously. A copy of the bills is hereby incorporated into the minutes.

Roanoke Valley Insurance proposal - Mayor Scott turned the meeting over to Clyde Johnston, who introduced Travis Shamel of P&G Brokers. Mr. Shamel presented information about his services in comparison to NCLM. Some of the information he covered dealt with the League itself and some with their coverage. He explained NCLM has no regulation or oversight by NC Department of Insurance. They have the ability to audit the policy up to three years after expiration and assess an additional premium. He also explained under the Inland Marine

comparison, the League gives actual cash value, while his company gives replacement cost; also unscheduled blanket tools are not covered with the NCLM while his company does. Mr. Shamel explained under NC Law you waive your governmental immunity to the extent you buy your insurance. So if you have a claim that exceeds your coverage you have immunity and large amounts of coverage are not necessary.

Mr. Shamel spoke about the Medical Pay coverage. The League quoted \$2500 per occurrence. It did not include injury on a sidewalk, parking lot, walking trail, park, street, steps going into and in a building. Mr. Shamel's policy includes these injuries with \$10,000 for each occurrence. Another difference is in water coverage. The League does not cover a failure to supply water to a customer in the event a line is cut and people are without water. Another difference is in the sexual abuse and molestation and bounce houses. The League doesn't cover these issues, and Mr. Shamel's quote does. Public Officials Liability coverage has a \$10,000 deductible from the League while Mr. Shamel's doesn't have a deductible.

Mr. Shamel then explained his premium summary. His coverage proposals were broken down into \$2 million and \$5 million coverages. Mr. Johnston said it did not include the worker's comp policy which is currently with Erie and is less than the League's. Mr. Shamel stated there was a difference of around \$3500 between the two proposals. Some discussion was held about the proposals. It was suggested that the town look into both companies and see if we could find someone who could give us information about their dealings with them. Also it was suggested to go back to the League and make sure of the coverages presented. No motion was made at this time.

Transportation Agreement for Involuntary Commitments - Chief Trivette stated the Sheriff sent this agreement to all towns in the county because of a change in the state. He said it is really not any different than what was already happening. The agreement states the town's policemen will stay with a person at the hospital until the hospital takes them in and are told to go. Once the hospital takes control the sheriff's department will be responsible. Commissioner Barcelo made a motion; seconded by Commissioner Pitchford to accept the Transportation Agreement for Involuntary Commitments. Motion voted and carried unanimously.

Assistant Clerk's opening - Commissioner Barcelo made a motion; seconded by Commissioner Knight to post the assistant clerk's position. Motion carried and voted unanimously.

Overtime Update from Federal Government - Asst. Clerk Holly Barcelo explained that any exempt employee needs to be paid for overtime or have a base pay of \$35,568/yr. This new guideline only affects the clerk who currently makes \$35,000/yr. Commissioner Knight made a motion; seconded by Commissioner Gould Faison to increase Ellen Eller's salary to \$35,570 effective January 1, 2020. Motion voted and carried unanimously.

UCPCOG Board appointment and alternate - Asst. Clerk, Holly Barcelo explained since she was currently the Board appointed member and is leaving, the town needs to appoint a new board member and alternate. After some discussion Commissioner Barcelo made a motion; seconded by Commissioner Pitchford to appoint Mayor Scott as the official board member and Commissioner Gould-Faison as the alternate. Motion voted and carried unanimously.

GEMS Grant – Chief Trivette said he was looking for a 100% grant. If this grant was a matching grant he would not continue to pursue it due to funds being tight in the budget. The grant would be a technology services grant which would include four laptops which could convert into a tablet; new car printers, two desktop computers, printers for the police departments, six body cameras, seventeen cameras for the police department and various areas in town. The grant application is due January 31, 2020. Chief Trivette said there was a 60-day turnaround if the town has to put the money upfront and be reimbursed. There was a consensus among the Board to move forward with the grant.

Vendor permits - Commissioner Barcelo presented a vendor permit. After some discussion Commissioner Barcelo made a motion; seconded by Commissioner Pitchford to charge \$10 per parking spot per day or \$30 a week per space for vendor permit with a maximum of five vendors. Vendors may not impede multiple spaces. Motion voted and carried unanimously.

GLDP/Southern Corrosion - Mayor Scott asked Buddy Isles to explain about the water tower. Mr. Isles said he had received a call asking if he would consider lighting up the water tower. Mr. Isles said he explained it was the town's water tower so it had to be put before the Town Board. Mr. Isles called Mr. Jim Skilton and asked it was possible to put lights on the water tower. Mr. Skilton said it was and he would donate \$3000 toward the lights. The lights have been purchased and will be put up tomorrow morning if approved by the Board. The lights will remain on the water tower permanently. Commissioner Pitchford made a motion; seconded by Commissioner Knight to put Christmas lights on the water tower. Motion voted and carried unanimously.

Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to go into closed session pursuant to NCGS143-318.11(a)(4) to discuss matters relating to economic development. Motion voted and carried unanimously.

Board went into closed session at 7:50 p.m. and ended closed session at 8:07 p.m.

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

Ellen M. Eller, Town Clerk