

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street
December 17, 2019

AGENDA
ROUNDTABLE SESSION
6:30 p.m.

1. Call meeting to order
2. Motion to approve the agenda
3. Motion to go into Closed Session pursuant to NCGS143-318.11(a)(6) to discuss matters relating to personnel and pursuant to (a)(3) to consult with the Town Attorney.
4. Approval of bills
5. Resolutions Designation of Town/Applicant's Agent for banks
6. Approval of Board meeting dates for 2020
7. Department Head Assignments
8. NCLM and Roanoke Valley insurance quotes
9. Budget overview for each department – 6 month review
 - a. Governing Body
 - b. Administration
 - c. Public Buildings
 - d. Police Dept.
 - e. Streets
 - f. Recreation
 - g. Library
 - h. Cemetery
 - i. Water
 - j. Sewer
10. Sewer Repair Oversight Committee
11. Christmas Lights
12. Adjourn

The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session, Tuesday, December 17, 2019, 6:30 p.m. at the Littleton Town Hall. Present were Commissioners Steve Barcelo, Bonita Knight, Gerleen Pitchford, Ophelia Gould-Faison, Lynn Moseley, Town Attorney Kris Gardner, Police Chief Phillip Trivette and one member of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:30 p.m.

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

Commissioner Pitchford made a motion; seconded by Commissioner Gould-Faison to go into Closed Session pursuant to NCGS143-318.11(a)(6) to discuss matters relating to personnel and pursuant to (a)(3) to consult with the Town Attorney. Motion voted and carried unanimously.

Closed session started at 6:31 p.m. Commissioner Barcelo made a motion; seconded by Commissioner Moseley to come out of Closed Session. Motion voted and carried unanimously. Open session resumed at 7:07 p.m.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to phase out gambling machines over a six- month period and authorize Town Attorney Kris Gardner and Town Clerk Ellen Eller to facilitate. Motion voted and carried unanimously.

Commissioner Moseley made a motion; seconded by Commissioner Barcelo to accept Philip Alston's offer as ORC for Water and Sewer effective January 1, 2020 for \$23.50 per hour at approximately 20 hours per week. Motion voted and carried unanimously.

Commissioner Pitchford made a motion; seconded by Commissioner Knight to approve the December 17, 2019, bills. Motion voted and carried unanimously. A copy is hereby incorporated into the minutes.

Resolutions Designation of Town/Applicant's Agent for Banks - Commissioner Pitchford made a motion; seconded by Commissioner Knight to approve resolutions R-2019-017, R-2019-018, and R-2019-019. Motion voted and carried. A copy of each resolution is hereby incorporated into the minutes.

Approval of Board meeting dates for 2020 – Commissioner Knight made a motion; seconded by Commissioner Gould-Faison to approve calendar of Board meeting dates for 2020. A calendar is hereby incorporated into the minutes.

Department Head Assignments - Mayor Scott asked Commissioner Moseley if he would be comfortable heading up finance. He said any department would be new. Commissioner Pitchford made a motion; seconded by Commissioner Gould-Faison to appoint Commissioner Moseley as new Finance Commissioner. Motion voted and carried unanimously.

NCLM and Roanoke Valley Insurance quotes - The town clerk presented information she had received from NCLM with answers to questions on differences in the League's and Roanoke Valley's quote. She informed the Board the League was not governed by the NC Department of Insurance because they are an insurance pool. The clerk and Clyde Johnston then explained differences in Governmental Immunity, Public Officials Liability, Cyber Liability, Auto Liability, Employment Practices Liability, Inland Marine and Medpay coverages between the two quotes. After some discussion Commissioner Pitchford made a motion; seconded by Commissioner Knight to accept the Roanoke Valley Insurance quote in the amount of \$15,404. Motion voted and carried unanimously.

Budget overview for each department – The clerk explained she could not put in Budget Amendments for the Board to look because the current program does not permit it. So she printed an Excel spreadsheet to show up to date figures. She explained upgrading to FMS would help to take care of this issue. Commissioner Pitchford made a motion; seconded by

Commissioner Barcelo to upgrade our computer program to FMS for \$2700. Motion voted and carried unanimously. Mayor Scott went through each department's budget. In Governing Body the town has spent 63% of its budget. Administration has spent 46% of its budget. Public Buildings have spent 36% of its budget. Police Department has spent 79% of its budget. Street Department has spent 40% of its budget. Recreation has spent 159% of its budget. The clerk reminded the Board it had revenues budgeted for Recreation in the amount of \$70,000 and there is still around \$7000 to be taken in which will help the expenditures. She informed the Board the Park Grant has been closed out. Library has spent 43% of its budget. The Cemetery has spent 50% of its budget. Discussion was held about the Cemetery Funds being made reserved funds. The town attorney would have to draw up papers in order to make them reserved funds. Commissioner Barcelo mentioned there had been discussion about having timber taken down to bring in more money. There was no plan to do so at this time. The Water Department has spent 66% of its budget. The contracted services in the water department is responsible for this overage. The Sewer Department has spent 43% of its budget. The total amount spent for the combined water/sewer department is 54%. There was discussion about being able to fix our own repairs if the town rented a backhoe. It was mentioned for \$20,000 the town could have purchased a piece of equipment and been able to make the repairs themselves. Mayor Scott informed the Board he had spoken to Ray Rightmyer about informing him before any more repairs were made.

There was also discussion about putting in sidewalks for the Affinity House. Commissioner Barcelo will speak with DOT and find out what money is available and if the State will be responsible for the sidewalks since Mosby and Spring Street are both state roads. Commissioner Barcelo also mentioned lighting for them will be done as well.

The clerk also spoke to the Board about a letter that was received from the NC Treasurer in regard to our recent audit. The state is asking the Board to respond within 45 days (by January 22) and inform them how the town will increase the fund balance appropriation and provide projected increase over the next three years. The state also wants the Board to explain how it plans to increase operating cash flow in the Water and Sewer Fund.

Mayor Scott told the Board the town needed to get two new computers. The computers had been budgeted for in Administration. He presented two quotes: RSL Tech for \$1946.26 and The Computer Guy for \$2133. Commissioner Barcelo made a motion; seconded by Commissioner Moseley to accept RSL Tech's quote for \$1946.26 to get two new computers. Motion voted and carried unanimously.

Sewer Repair Oversight Committee – Mayor Scott said he and Commissioner Gould-Faison had spoken a few months ago about having a committee composed of a commissioner and two at large members from town citizens to oversee different quadrants in town. Commissioner Gould-Faison said everyone needed to be trained so there would be no doubt the work was done correctly. There was mention of photographing the work done and keeping good records for future use. Commissioner Gould-Faison mentioned there would be disparity among different areas of the town where the work was completed or not completed. Commissioner Gould-Faison will be getting the information from Keith Hamm in regard to what was needs to be fixed. She said she would have a report by the Roundtable Session in January.

Christmas lights – The clerk told the Board Bob Thompson wanted to know if the town wanted to leave the lights on the buildings on year-round or have them cut off on January 6th when the rest of the lights are taken down. After some discussion it was a board consensus to cut the lights off.

Commissioner Knight made a motion; seconded by Commissioner Gould-Faison to adjourn. Motion voted and carried unanimously. The meeting adjourned at 8:24 p.m.

Ellen M. Eller, Town Clerk