

## TOWN OF LITTLETON

## LITTLETON, NORTH CAROLINA

Town Hall  
112 East South Main Street

February 25, 2020

### ROUNDTABLE SESSION

6:00 p.m.

1. Call meeting to order
2. Economic Development presentation – Hilary Greenberg
3. Motion to approve the agenda
4. Approval of bills
5. Gaming
6. Zoning/Ordinance Update
7. Ordinance 20-004 Junked Motor Vehicles
8. Porta John Rentals
9. Cemetery Bids
10. CloudWyze
11. Water/Sewer Updates
  - a. Rental agreements for new accounts
  - b. Water and Sewer Task Group
  - c. WWTP plant – Capital Improvement Plan
  - d. Back up ORC
12. Citizen questionnaire
13. Asst. Clerk position
14. Mayor’s remarks
15. Motion to go into Closed Session pursuant to NCGS143-318.11(a)(3) to consult with town attorney.
16. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session, Tuesday, February 25, 2020, at 6:00 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 20 members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:00 p.m. He turned the meeting over to Hilary Greenberg for her economic development presentation.**

Ms. Greenberg had a power point presentation focusing on the information she had obtained through interviews with business owners, GLDP members, town commissioners, and other people in the area. Her recommendations included: create a new logo, have a signature event, prepare a CIP plan, meet with COG about Rail Trail project, revise town website, create a façade grant program, vacant window program and vacant building ordinance, revise GLDP bylaws and

committee structure. A copy of her recommendation summary is hereby incorporated into the minutes. After her presentation there was a 15 minute break. The town meeting resumed at 7:20 p.m.

Commissioner Barcelo made a motion; seconded by Commissioner Moseley to approve the agenda with the addition of Mayor's remarks to be added between agenda item 13 and 14. Motion voted and carried unanimously.

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

**Gaming** - Town attorney, Kris Gardner explained the town board was considering phasing out adult commercial game machines. He said this is independent of the state statutes governing adult gaming machines. This would be part of the town's zoning, and the machines would be phased out over time. He said the board wanted to give the owner a chance to speak and give the board an amount of time they would need in order to phase out the machines in their establishment.

Mr. Jonathan Trapp spoke representing the Patel's who own Littleton Laundry and Tobacco. He said the games are used when people go and do their laundry. They also buy food while there as well. He mentioned limiting the time to phase out the gaming to six to eight months is unreasonable. Mr. Trapp said he felt the town was a little premature in wanting to get rid of the gaming machines. He said he had been in court several times in the last few weeks and he feels the town should wait for Halifax County or the State Supreme Court to make a ruling. The ruling could take care of the issue for the town. Mr. Trapp mentioned there are small taxes you can put on these types of businesses based on the number of machines which could increase the town's income and limit the number of machines.

Mayor Scott asked if Mr. Gardner had heard back from the Minit Chek owner. Mr. Gardner stated he had not. Mr. Gardner recommended the town table any decision until hearing from Minit Chek. Commissioner Knight made a motion; seconded by Commissioner Barcelo to table a decision about game machines in the town until the next meeting, March 10th. Motion voted and carried unanimously. Mr. Trapp asked if the date could be moved to March 24<sup>th</sup> because he had a conflict. Mr. Gardner said he had his contact information and he would be in touch.

**Zoning/Ordinance update** – Mr. Gardner reminded the board the state legislature was making cities and counties follow a unified zoning ordinance. He hoped there would be a model by the publishing company for towns to follow, but that is not the case. He said he would draft a model for both Enfield and Littleton and let the towns split the cost. Then each town would have customized ordinances as necessary.

Commissioner Pitchford said she had spoken to the publishing company and was hoping to have a quote but didn't have one. She said in an email she had been given a cost around \$8800 which could be spread out over a two-year period. She said there would be a proposal put together for the coming year's budget. She said everyone needs to be thinking about

ordinances the town does not have, so they could be included. She stated the ordinances would be put together and sent to the town for proofreading and revisions and then sent back for the final printing.

**Ordinance 20-004 Junked Motor Vehicles** - Commissioner Pitchford stated there had been some changes and additions made to the junked motor vehicle ordinance. She read the new changes and additions. Commissioner Pitchford made a motion; seconded by Commissioner Knight to adopt Ordinance 20-004 Junked Motor Vehicles. Motion voted and carried unanimously.

**Porta John rentals** - Mayor Scott informed the Board since the town was taking over the rental of the porta johns for events a price needed to be set in the event policy. He told the commissioners the GLDP had charged \$75 for each porta john per event. The town would pay \$150 a month for them. After some discussion Commissioner Barcelo made a motion; seconded by Commissioner Knight to keep the same rate structure for porta john rentals that the GLDP had. Motion voted and carried unanimously.

**Cemetery Bids** - Mayor Scott recused himself due to an interest in this item. He turned the meeting over to Mayor Pro tem Commissioner Barcelo. Commissioner Knight explained what needed to be done at the cemetery. She also stated she had spoken to each interested business and explained the scope of work. She opened the bids, and they are as follows: John's Landscaping - \$5,900; Darryl Morris Tractor Service - \$5,750; Panacea Company - \$11,900; Ben's Creek Nursery - \$6,000. Commissioner Moseley asked if the funds for the project would come out of the Cemetery Fund Account and not town funds. Commissioner Knight said that was correct. Commissioner Knight made a motion; seconded by Commissioner Moseley to accept Ben's Creek Nursery bid of \$6000 to take care of cemetery maintenance with funds coming from the Cemetery Fund Account. Motion voted and carried unanimously. Commissioner Knight also asked that everyone please remove flower arrangements from the cemetery by the first of March.

**CloudWyze** - Mayor Scott asked Chris Utesch if there were any updates. Mr. Utesch said CloudWyze would like access to the water tower. He would like to work out an agreement with the town for a nominal fee or whatever would be most helpful to the town of Littleton to use the water tower to bring Wifi access to the area. Commissioner Barcelo felt bringing free Wifi to the town would be great. Mr. Utesch stated the LTE coverage would be a two mile radius. He said the state would be paying to install wifi to the businesses in the area. After some further discussion Mayor Scott asked town attorney Kris Gardner to look over the agreement. Mayor Scott asked if tabling any decision until March 10<sup>th</sup> would cause a problem. Mr. Utesch said no. Mayor Scott said the board had a consensus that it should be looked into.

**Water/Sewer updates** – Commissioner Gould-Faison said she would be tabling some of the items. She asked to table rental agreements for new accounts and the back up ORC. She spoke about the Water and Sewer Task Group. She explained this group would be made up of volunteers who has either water or sewer service in the town. The group would share information to citizens in the community. She asked citizens to please sign up. She informed everyone there would be a meeting Friday, March 13<sup>th</sup> at 6 p.m. in the Town Hall.

Commissioner Gould-Faison said she had been working on getting funding for upgrading and repairing the wastewater treatment plant. She informed the Board a Capital Improvement Plan needed to be in place for each department. She said information would be sent to each board member through email. Commissioner Gould-Faison also asked that each commissioner write down five assets the town has so a list could be compiled and used.

Commissioner Gould-Faison asked town clerk, Ellen Eller, to explain an issue with the Affinity House project. Ms. Eller said there was a water line that need to be moved because it was in the way of the storm drain which was being put in place. The water line was not known about until the work on the storm drain had started. The town has spoken to Ray Rightmyer and he has said it will cost \$13,500 to move this water line. Affinity needs to move forward as soon as possible and would like to know if the town would take care of this. Mayor Scott stated a previous board had said the town would help with funding for the project up to \$100,000. After some discussion Commissioner Gould-Faison made a motion; seconded by Commissioner Pitchford to pay to move the water line with the money coming from the Fund Balance and to notify all parties involved so the project can move forward. Motion voted and carried unanimously.

**Citizen questionnaire** - Commissioner Barcelo said he had done some research and had found a questionnaire on line that could be used as starting point for the town. Mayor Scott asked Commissioner Barcelo to email out the questionnaire to everyone, said it would be discussed at the next meeting.

**Assistant Clerk position** – Mayor Scott informed the board the applicants had been narrowed down to four. After some discussion it was decided to meet March 10<sup>th</sup> at 5:30 with the applicants and conduct interviews so a decision could be made as soon as possible.

**Mayor's Remarks** – Mayor Scott gave information about the coming census. He stated Commissioner Gould-Faison had attended a meeting on the census and everyone in Littleton needs to be counted. The census count is important in receiving federal and state funding. He said everyone would be contacted through email, phone, or mail and to please respond.

Mayor Scott reminded everyone about the Water and Sewer Task Group and to please sign up. The meeting will be Friday, March 13, at 6:00 p.m.

Mayor Scott said the board needs to start working on the budget for the 2020-21 fiscal year. He asked all the commissioners to have their wish list ready by March 10<sup>th</sup>, and work can start on March 24<sup>th</sup>. The town clerk asked if she could check and make sure Mr. Erwin from the League would be available to meet with her by then. Mayor Scott said the first meeting was really a time to get the wish lists out there, but that was not a problem.

Commissioner Barcelo made a motion; seconded by Commissioner Knight to go into Closed Session pursuant to NCGS143-318.11(a)(3) to consult with the town attorney. Motion voted and carried unanimously.

The commissioners returned to open session at 8:33 p.m. Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to adjourn. Motion voted and carried unanimously.

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Ellen M. Eller, Town Clerk