

# **TOWN OF LITTLETON**

LITTLETON, NORTH CAROLINA

*Town Hall  
112 East South Main Street*

**March 21, 2019**

## **Board Meeting B Roundtable Session**

1. Call meeting to order
2. Motion to approve the agenda
3. New IRS information
4. Approval of 2017-18 audit
5. Commissioner candidate
6. Ella Baker Day activities
7. Budget work shop date
8. Surplus Property Resolution including White Dodge Charger
9. Event Policy
10. Event Approvals
  - a. July 6 – Littleton Patriotic Parade Street Closure Ordinance
  - b. Aug 6 – National Night Out and Oct. 31 – Halloween
  - c. Littleton Lake Gaston Festival, August 30-31, Littleton Lion’s Club
11. Performance Evaluations
12. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session, Thursday, March 21, 2019, at 6:30 p.m. at the Littleton Town Hall.** Present were Commissioners Bonita Knight, Gerleen Pitchford, Donald Spragins, and two members of the public. Mayor K. Owen Scott presided over the meeting.

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

**New IRS information** – Commissioner Spragins reported to the Board that the town had received the last penalties and interest information from the IRS. The clerk informed the Board the last payment was \$10,049.15. Commissioner Spragins let the Board know once the payment was made the town could go through the abatement process. When that was resolved the town could then see what they could recover from insurance. Commissioner Spragins made a motion; seconded by Commissioner Pitchford to pay the final bill to the IRS for penalties and interest. Motion carried unanimously.

**Approval of 2017-2018 audit** – Commissioner Pitchford asked the clerk if she was satisfied with the audit. The clerk replied after talking with Larry and answering questions from a couple of people she said she was. Commissioner Pitchford made a motion; seconded by Commissioner Spragins to approved the 2017-2018 audit. Motion carried unanimously.

**Commissioner Candidates** - Mayor Scott informed the Board the town attorney had said it was ok to present the names of the candidates in open session. The two candidates are Samuel Darden and Ophelia Gould-Faison. After some discussion about meeting with the candidates and completing due diligence it was decided to table any action until Commissioner Barcelo was present.

**Ella Baker Day Activities** – The clerk presented the schedule of events for Ella Baker Day. Mayor Scott asked that the record show Littleton’s Ella Baker Day would be held Monday, April 15, 2019, from 6-8 p.m. at Lakeland Theater.

**Budget work shop date** - Commissioner Spragins stated it was time again to get started on the budget for the coming fiscal year. There was discussion on various items that need attention for the coming year. It was decided to meet Thursday, March 28, 2019, at 6:30 to start the budget process.

**Surplus Property Resolution** – The clerk presented a list of items from the town hall and library that were not being used. Commissioner Pitchford informed the Board the White Dodge Charger was not working and the town would get more out of it by selling the motor or keeping it for parts for other cars in the police department. Commissioner Pitchford stated lots of the items were things she had personally donated to the town and she did not want them back. She also mentioned that she thought it would be good to give the items to the COP to sell at their garage sale. Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the Resolution Authorizing the Disposition of Town Property R-2019-009. Motion carried unanimously.

**Event Policy** – Commissioner Pitchford stated she liked the information Commissioner Spragins had presented. She also mentioned since Commissioner Barcelo was not here and he was very involved in the policy the Board should wait until he was available to discuss it. The Board was in agreement and tabled the event policy until the next work session in April.

**Event Approvals** – Mayor Scott presented the three groups desiring approval. After some discussion it was decided to approve the July 6<sup>th</sup> Patriotic Parade and the COP Aug 6<sup>th</sup> National Night Out, and October 31, Halloween festival. The Littleton Lake Gaston Festival approval was discussed. It was decided to table approving the Festival until more information was known. Commissioner Pitchford made a motion; seconded by Commissioner Knight to approve the events of July 6<sup>th</sup>, August 6<sup>th</sup>, and October 31<sup>st</sup>. Motion carried unanimously. Commissioner Pitchford made a motion; seconded by Commissioner Spragins to approve the Annual Patriotic Parade Road Closure Ordinance O-2019-03. Motion carried unanimously.

**Performance Evaluations** – The clerk presented a couple of examples of performance evaluations. There was discussion held in regard to having performance evaluations of all employees before the budget was approved. It was discussed maybe having evaluations during working hours for the staff’s convenience.

The clerk then reminded the Board the Durango and town truck were out for bid and suggested moving them to the town parking lot so they would be in view and perhaps get more bids.

Commissioner Spragins made a motion; seconded by Commissioner Knight to move the vehicles to the town parking lot. Motion carried unanimously.

Commissioner Pitchford made a motion; seconded by Commissioner Knight to adjourn. Motion carried unanimously.

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Ellen M. Eller, Town Clerk