

Town Hall
112 East South Main Street
April 23, 2019

Roundtable Session

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Open Commissioner Position
4. Budget Resolution to Close Out Old Accounts
5. Budget Work Session Date
6. Auditor for 2018-2019 Budget year
7. Downtown Strong program May 7th at Library
8. Resolution for Commitment to NC Main Street Program
9. Advertise for quotes to paint town hall and outside of Library
10. Personnel Evaluations
11. Festival Policy
12. Emergency management Preparations
13. Credit Card limit
14. GLDP Clean-up Day – May 11, 2019
15. Bob Eller's water tap
16. Motion to go into Closed Session pursuant to NCGS 143-318.11 (a)(6) to discuss personnel
17. Adjourn

The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session on Tuesday, April 23, 2019, at 6:30 pm at the Littleton Town Hall. Present were Commissioners Stephen Barcelo, Bonita Knight, Gerleen Pitchford, Don Spragins, and twelve members of the public. Mayor K. Owen Scott presided over the meeting.

Commissioner Knight made the motion; seconded by Commissioner Barcelo to approve the Agenda. The motion voted and carried unanimously.

Open Commissioner Seat – Mayor Scott stated the two applicants for the open commissioner seat were Mr. Stephen Darden and Ms. Ophelia Gould-Faison. Ms. Faison was in attendance and was asked a few questions about the position and why she was interested in becoming a commissioner. She responded by stating her desire to serve and get information about the community out to the citizens. She felt she would also like to be involved in policy making. Mr. Darden was not in attendance. Commissioner Pitchford made a motion; seconded by Commissioner Spragins to appoint Ms. Ophelia Gould-Faison to the open commissioner seat effective with the swearing in ceremony May 14, 2019.

Budget Resolution to Close Out Old Accounts – The Town Clerk presented information about some old accounts which have been on the books for several years that needed to be closed. She suggested since there was an Ella Baker Foundation that the money left in the account should be given to them. Commissioner Pitchford made a motion; seconded by Commissioner Barcelo to adopt Budget Resolution R-2019-010 to close out old accounts. Motion voted and carried unanimously. Commissioner Pitchford made a motion; seconded by Commissioner Barcelo to reimburse the Ella Baker Foundation \$2401.33. Motion voted and carried unanimously.

Budget Work Session Date - After some discussion about needing to set a date before the May 14, 2019, meeting Commissioner Spragins made a motion; seconded by Commissioner Knight to set the Budget Work Session for Thursday, May 9th, at 6:30 p.m. Motion voted and carried unanimously. Commissioner Pitchford then extended an invitation to Ms. Gould-Faison to join the commissioners at the budget work session. Ms. Gould-Faison said she would be unable to attend due to another commitment.

Auditor for 2018-19 Budget Year - Commissioner Spragins informed the Board he felt the town should continue to use Larry Carpenter for the upcoming budget year audit since Mr. Carpenter had suggested several changes and these were being implemented. He further stated that after the 2018-19 audit it was probably time to looking into other auditors since we have had Mr. Carpenter for several years. Commissioner Pitchford made a motion; seconded by Commissioner Knight to accept the audit contract presented by Larry Carpenter for the fiscal year 2018-19. Motion voted and carried unanimously.

Downtown Strong Program May 7th at the Library - Commissioner Pitchford informed the Commissioners the town was in the process in submitting an application to become a part of the Downtown Strong program. She stated the town was currently filling out the application and both she and the town clerk went to a meeting in Tarboro to learn more about the program. She informed the Commissioners that the GLDP is partnering with the town in this endeavor. The Downtown Strong leaders had already held a meeting in Littleton and another one is scheduled for May 7th at 6:30 at the library. She was asking people to come and be a part of this meeting.

Resolution for Commitment to NC Main Street Program – Commissioner Pitchford made a motion; seconded by Commissioner Knight to accept the Resolution of Commitment to the NC Main Street Program with the correction of fiscal year to be 2019-2020. Motion voted and carried unanimously.

Advertise for quotes to paint Town Hall and outside of the Library – Commissioner Pitchford shared information about wanting to paint the interior of the Town Hall and the backside of the Library. She informed the Commissioners she had received three names of painting contractors and would like to get quotes from them. She wanted to make sure the contractors realized the Town would provide the paint. Commissioner Pitchford made a motion; seconded by Commissioner Barcelo to give the Town Clerk permission to get bids to paint the interior of Town Hall and the backside of the library. Motion voted and carried unanimously. Commissioner Spragins made a motion; seconded by Commissioner Pitchford to designate the \$4430.61 left over from the Budget Resolution to Close Out Old Accounts R-2019-010 to be used for the painting project and any left-over funds be put back into the General Fund. Motion voted and carried unanimously.

Personnel Evaluations - Mayor Scott suggested the department heads be in charge of doing evaluations for their employees and then bring the evaluation back to the Board and have Board discussion at that point. It was decided all personnel evaluations needed to be completed by June 25th.

Festival Policy – Commissioner Barcelo presented the festival policy. Commissioner Pitchford noted that the only addition to the Festival Regulations was item number 7 in regard to no spikes or any other metal and/or plastic object can be driven into asphalt. Commissioner Knight made a motion; seconded by Commissioner Pitchford to adopt the Town of Littleton Festival Regulations as presented. Motion voted and carried. A copy of the regulations is hereby incorporated into the minutes.

Emergency Management Preparations - Commissioner Pitchford was interested in having someone from Emergency Management come and present to the Board what the protocol was in the event of an emergency such as hurricanes, ice storms, gas spills and other emergencies. It was mentioned that inviting the Fire Department would be in order as well. It was mentioned that a Wednesday or Thursday evening meeting would work best in everyone's schedule. Commissioner Pitchford stated she would contact Mr. Wrenn and get back with everyone to let them know the date.

Credit Card Limit - Commissioner Barcelo presented information about having a difficult time picking up items he needed with his credit card and not being able to because he would be over his \$500 limit. He made it clear that this was not the one time item being \$500, it was several items totaling \$500 he was concerned about. Discussion was held on creating accounts with other suppliers and buying in bulk. Commissioner Spragins made the suggestion to contact Lowe's and see if they had any programs that would help the town buy in bulk or buying through the state. It was suggested to call other municipalities in the area to see how they order bulk supplies.

GLDP Clean-up Day – May 11, 2019 - Commissioner Pitchford wanted to make the Board and all town residents were aware a Clean Up Day had been scheduled by the GLDP. She was encouraging everyone to come out and help.

Bob Eller's Water Tap – Commissioner Barcelo informed the Board he was waiting to get a bid on what it would cost to do the work. He said it would be available in the next two weeks. The town clerk wanted to make sure she understood the tap. She did not understand why the bid was an issue, she just wanted to make sure the town had approved the tap. She was assured by Commissioner Barcelo that the tap was approved, and it would take two more weeks to get bids in order for the work to start.

Commissioner Pitchford made a motion; seconded by Commissioner Knight to go into Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel. Motion voted and carried unanimously.

At 7:16 pm the Board returned to Open Session.

Commissioner Pitchford made a motion; seconded by Commissioner Spragins to hire Donald Duke as a part time police office at the rate of \$15 per hour contingent upon Mr. Duke getting his certification. Motion voted and carried unanimously.

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

Town Clerk