

Town of Littleton
112 East South Main Street

AGENDA

May 24, 2021

Round Table Session

Held at Town Hall and Remotely through Zoom

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Public Hearing for Land Use Ordinance updates
4. Consider approval of payment of bills May 24, 2021
5. Budget amendments and additions to budget for 2020-21
6. Ordinance to confirm \$100 civil penalty
7. Dates for meeting with Warren County
8. Signage for parking lot quotes
9. Budget for 2021-22 and Fee schedule
10. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Round Table Session Monday, May 24, 2021, at 6:30 p.m. at the Town Hall and remotely through Zoom. Present were Commissioners Ophelia Gould-Faison, Jim Skilton, Clyde Johnston, Lynn Moseley, and Carolyn Harmon of the RR Daily Herald. Commissioner Steve Barcelo was absent. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:30 p.m.

Commissioner Skilton made a motion; seconded by Commissioner Johnston to approve the agenda. Motion voted and carried.

Mayor Scott opened the Public Hearing for the Land Use Ordinance at 6:35 p.m. Commissioner Skilton recommended the board approve it. He said some uses were added so they could be regulated. Since there were no public comments the Public Hearing was closed at 6:40 p.m. Mayor Scott said the actual adoption of the Land Use Ordinance would be taken care of at the June 14, 2021, meeting.

Commissioner Johnston made a motion; seconded by Commissioner Skilton to approve the bills as presented with the addition of a bill from Carotek for a blower in the amount of \$1625.33. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Budget amendments and additions to budget for 2020-21 – The town clerk presented some budget amendments for the General Fund and Water/Sewer Fund for approval. Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to approve the budget amendments as presented. Motion voted and carried. A copy of the budget amendments is hereby incorporated into the minutes. The clerk also informed the board the 2020-21 budget needed some additions to both the revenues and expenses in regard to the American Rescue Plan Act Funds and the police department GEMS grant. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to approve the revenue

and expense line additions to the 2020-21 budget as presented. Motion voted and carried. A copy of the additions is hereby incorporate into the minutes.

Ordinance to confirm \$100 Civil Penalty – Chief Trivette informed the board he had spoken to Town Attorney Kris Gardner in regard to the penalties and Mr. Gardner had looked into it and said the town could go back to \$100 civil penalties. The increase in penalty fee allows the town to get the money through the debt setoff program if the ordinance is not paid. The debt setoff program does not try to collect anything \$50 or less. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to approve Ordinance 21-007 Ordinance to Confirm \$100 Civil Penalty for Violation of Code of Ordinances. Motion voted and carried. A copy is hereby incorporated into the minutes.

Dates for meeting with Warren County – Commissioner Gould-Faison informed the board Luke Compton had contacted her in regard to Warren County wanting to meet again about the La Chateau project at the lake. She said Warren County has the same engineers as Littleton and it would be a fact-finding session. Commissioner Gould-Faison had contacted the town attorney who suggested she find out the amount of wastewater the town’s system could take on. Commissioner Gould-Faison contacted Stacy Woodhouse in regard to the Fitts project to find out what their projections are for the next 10-15 years. She said it was important to find out what the town’s system is capable of handling right now.

The town can send two commissioners and the mayor to the meeting. After some discussion it was decided the mayor, Commissioner Skilton and Commissioner Gould-Faison would represent the town. Commissioner Gould-Faison would contact Macon Roberson about getting a date next week for the meeting and let everyone concerned know the time. She said the meeting would be at the Armory in Warrenton. She also said she would like Luke Compton and someone from the RR Sanitary District to attend the meeting too.

Commissioner Johnston asked if there was an inter-basin transfer. Warren County gets their water from the Roanoke River and Littleton’s treated water goes into the Tar River. It was noted that this was something that needs to be asked at the meeting.

Signage for parking lot quotes - Chief Trivette said he had gotten quotes for signage for the town’s parking lot. He said he had found signs to put on the telephone poles that states Vendor Parking by Permit Only with the town’s ordinance number. The total cost for four signs would be \$164.00. He had found signage to close the parking lot that could be changed to give information for each event. The cost for that sign is \$124.95. Total for both signs is \$288.95 plus shipping and tax. After some discussion it was decided to pay for the signage out of Covid funding. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to buy event permit signage and parking lot closing signage for \$289 plus shipping and tax to be paid for with Covid funding. Motion voted and carried.

Budget for 2021-22 and Fee Schedule – The town clerk informed the board the budget is balanced. She stated she would make the Budget Ordinance and it would be ready for the public hearing and adoption by June 30, 2021. There was some discussion about whether there was a permit fee for motor vehicles that Littleton collects. Commissioner Skilton also mentioned the compliance/zoning certification/review letter fee under zoning for \$10. It was decided to delete the fee.

Commissioner Skilton also mentioned the cemetery fees and wondered if the town was competitive with other municipalities. It was decided to have Commissioner Skilton look into fees charged by other municipalities and get back with the board. Commissioner Johnston also asked about expansion of the cemetery. He was wondering what the number of available plots was. Mention was also made about the timber being cut down at one time, so expansion should be available. Commissioner Skilton will look into the expansion issue.

It was decided to have the public hearing for the budget on June 28th at 6:30 since the RR Daily Herald only prints three days a week now.

Commissioner Gould-Faison made a motion; seconded by Commissioner Johnston to adjourn. Motion voted and carried.

Ellen M. Eller, Town Clerk