

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

May 26, 2020

ROUNDTABLE SESSION

6:30 p.m.

1. Call meeting to order
2. Motion to approve the agenda
3. Approval of bills
4. Budget Amendments
5. Appointments to Board of Adjustment/Planning Board
6. Larry Newell's subdivision – Clyde Johnston
7. PD Generator – USDA Monica Thornton
8. EO 124 COVID 19 pandemic water/sewer bills
9. Codification
10. Demolition of buildings
11. Vendor Permit and fees
12. Event approval
 - a. Steve Milligan – Steve's Sno Kone Kups
 - b. Mary Coates – Tai Chi Community
 - c. Lake Gaston Baptist Church
13. Steve Milligan – Establishing a Courtyard Business
14. CloudWyze
15. NCLM League insurance
16. Budget
17. Adjourn

The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session, Tuesday, May 26, 2020, at 6:30 p.m. virtually through Zoom. Present were Commissioners Steve Barcelo, Bonita Knight, Gerleen Pitchford, Ophelia Gould-Faison, Lynn Moseley, and at least six members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6: 30 p.m.

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

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

Budget Amendments – The town clerk presented budget amendments for approval. She explained the first two amendments added revenue line items and expenses for those

revenues. The rest of the amendments moved money from one line item to another in each General Fund department. Commissioner Pitchford made a motion; seconded by Commissioner Moseley to approve the budget amendments as presented. Motion voted and carried unanimously. A copy of the budget amendments is hereby incorporated into the minutes.

Appointments to the Board of Adjustment/Planning Boards - Mayor Scott presented Resolutions R-20-005 and R-20-006, appointing Mr. Mike Currin, Mr. Al Cooke, Jr., Mr. Fred Weber, and Mr. Clyde Johnston to both boards. Mayor Scott asked Commissioner Gould-Faison if she had gotten in contact with anyone who was interested in serving. Commissioner Gould-Faison said she had gotten the information too late and would keep the people in mind for the future. Commissioner Knight made a motion; seconded by Commissioner Moseley to adopt R-20-005 and R-20-006 appointing Mike Currin, Al Cooke, Jr, Fred Weber, and Clyde Johnston to both the Planning Board and Board of Adjustments. Motion voted and carried unanimously. Copies of these resolutions are hereby incorporated into the minutes.

Larry Newell's subdivision – Mayor Scott turned the meeting over to Clyde Johnston to give the Board an update on Larry Newell's subdivision proposal. Mr. Johnston explained the Planning Board had conducted a public hearing and had made a recommendation to approve Mr. Newell's request. However, it was tabled because the planning board needed to look over the subdivision regulations. He explained one of the major problems deals with egress and ingress. He stated Jim Skilton, Larry Newell, and himself had met at Tom Skinner's office to discuss the property. It was decided to see if the town would approve Mr. Newell's variance(s) before he spent any more money. Mr. Johnston stated there were at least three variances that would have to be made in order to approve the subdivision.

There was some discussion about fire safety and the ability for emergency vehicles to provide services to the properties in the subdivision with a road that was only 10 foot wide. Commissioners Barcelo, Knight and Moseley all asked to be able to see the property before making a decision. It was decided by consensus to table Mr. Newell's subdivision until the June 9th meeting to give everyone a chance to look at the property and to be able to make an educated decision. Mayor Scott asked Mr. Johnston to let Mr. Newell know the Board would look at this at the next meeting.

PD Generator – USDA, Monica Thornton – Ms. Thornton thanked the Board for getting her on the agenda so quickly. She explained there was not enough money in the original grant/loan PD Renovation for the generator. Ms. Thornton has found a grant for \$35,000 to cover the cost of the generator. The town needs to accept the grant as soon as possible in order to not lose out on the funding.

Ms. Thornton explained the generator grant would be an amendment to the original grant/loan. The generator, installation, and additional architect fees are included in the grant. Ms. Thornton explained the various forms in the packet and said she needed the board to vote to approve Resolution 20-007 to accept the \$35,000 in grant money for the generator for the Police Department. Commissioner Pitchford made a motion; seconded by Commissioner Knight

to accept the \$35,000 grant and approve the resolution for the police department generator. Motion voted and carried unanimously.

Ms. Thornton said the mayor and clerk needed to sign all the forms, scan, and email them back to her as soon as possible. Then put the original forms in the mail to her in Winton.

Commissioner Pitchford thanked Ms. Thornton for all her hard work in getting this funding for the town.

EO 124 COVID 19 Pandemic water/sewer bills - Mayor Scott asked Commissioner Gould-Faison to explain the executive order as it pertains to the town. She explained this executive order prohibited towns from disconnecting electric, gas, water and sewer services starting March 31, 2020. It also stated the town could not assess late fees or penalties from March 31, 2020 through June 1, 2020. She said if the governor does not extend the order, residents would be responsible for paying their bills and late fees and penalties would resume June 1. The order also allowed residents to be put on a payment plan for at least six months to get caught up. Commissioner Gould-Faison wanted to make sure all the commissioners understood the executive order and how it affects the town's water and sewer customers. She said she would be available to discuss the executive order with anyone who had questions.

Codification - Commissioner Pitchford explained that the town attorney had told the Board the state was requiring municipalities to update their ordinances. Commissioner Pitchford said she had a proposal from Mr. Frommyer to codify the town's ordinances in the amount of \$10,000. She said the town would be able to pay for this project over two fiscal years, \$5000 each year. Commissioner Pitchford made a motion; seconded by Commissioner Knight to accept the proposal for \$10,000 to codify the Town of Littleton's code of ordinances. Motion voted and carried unanimously.

Commissioner Moseley stated the \$5000 was already in the budget year 2020-21 and the town would need to put \$5000 in the 2021-22 budget.

Demolition of buildings - Commissioner Pitchford explained she had spoken to Mr. Fitts about taking down the Larry Bowden house on the corner of Roanoke Avenue and West North Main and the old store on Ferguson Street. Mr. Fitts wants Chief Trivette to go ahead with the paperwork to start this process. Commissioner Pitchford wanted to make sure the board was on board and willing to move forward with the project. She said the costs involved with each building would be approximately \$700.

Commissioner Moseley mentioned needing to put a line item in the coming year's budget in order to have the money budgeted to take care of the town's portion of the demolition.

Commissioner Pitchford said she wanted to make sure the Board realized Mr. Fitts would only be paying for the demolition of the properties. The town would be responsible for the rest of the fees.

Mayor Scott clarified that contingent upon the finalization of total fees incurred by the town for the next fiscal year, and as long as everything is covered within the budget and line item for the next fiscal year Commissioner Pitchford is asking for a consensus among the Board for the condemnation of the buildings. Mayor Scott then asked for each commissioner's approval.

Mayor Scott stated Commissioner Pitchford had the consensus of the board. Commissioner Pitchford said she would contact Mr. Fitts.

Vendor Permit and fees – Mayor Scott said the Vendor Permit had been found and the addition of \$10 per day or \$30 per week was added. Commissioner Gould- Faison asked if the vendor permit and event permit were two different permits. She was informed they were. She said she had seen there was no beginning or ending time on the vendor permit and assumed the vendor could be there all day. Mayor Scott said that was correct.

Event approval – Steve Milligan, Steve’s Sno Kone Kups. Mr. Milligan said he would be setting up from 11-2 and 5-9 and be Wednesday – Saturday. He will be parking where he does during the First Fridays to be close to use electricity. Commissioner Knight made a motion; seconded by Commissioner Pitchford to accept Mr. Milligan’s vendor application. Motion voted and carried unanimously.

Mary Louise Coates – Tai Chi - Ms. Coates was asking to conduct Tai Chi in the town parking lot on Tuesday mornings from 11 to noon. She said she was asking participants to bring their own chairs. She asked what the fees would be she needed to pay. Ms. Coates also asked if she changed the time would she have to come back and be approved again. Commissioner Knight said she should be able to change the time if it got to hot. Commissioner Knight made a motion; seconded by Commissioner Barcelo to approve Ms. Coates application to conduct Tai Chi classes on Tuesdays. Motion voted and carried unanimously.

Commissioner Barcelo said he thought the board should look into charging different fees for small different vendors. He said he had been approached about produce vendors, but they would not make a lot of money and the fees might need to be adjusted. Mayor Scott asked the clerk to add application and vendor fees on the next agenda. He thought it might be good for the town to take half off as a gesture of good faith on the part of the town due to the COVID virus.

Ms. Coates also asked if anyone knew of any first aid and CPR certification classes. Commissioner Moseley gave information about HCC having classes during the summer.

Lake Gaston Baptist Church – Clenel Preval came to represent the church. The church wants to have two community worship services, June 7 and June 28 from 5:30-7:30 p.m. Commissioner Gould-Faison made a motion; seconded by Commissioner Knight to accept Lake Gaston Baptist Church’s application for community worship. Motion voted and carried unanimously. Mr. Preval told the Board the church was praying for the town of Littleton.

Establishing a Courtyard Business – Steve Milligan – Mr. Milligan presented a plan to the Board to establish a courtyard business on Mr. James Clark’s property at the corner of Spring Street and E. North Main. Mr. Clark and Mr. Milligan have worked out a lease agreement.

Mr. Milligan wants to sell sno kones, pretzels, candy apples, nachos and other seasonal items from Wednesday through Saturday from 11-2 and 5-8. His business will be family friendly and no alcoholic beverages will be sold. The area will be fenced in and will have a vintage trailer to serve from. There will be no permanent structures on the property. Mr. Milligan would like to

get the business started and running by the first of July. After some discussion Commissioner Knight made a motion; seconded by Commissioner Barcelo to accept Steve Milligan's to establish a courtyard business as presented. Motion voted and carried. Mayor Scott said he would make sure Mr. Milligan had the necessary paperwork to proceed with the project.

CloudWyze - Mayor Scott informed the Board that CloudWyze had agreed to install a free hotspot and to pay \$50 a month. The free hotspot location will be determined at a later date. He stated everything the Board was concerned about had been addressed. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to accept CloudWyze's proposal year by year. Motion voted and carried unanimously.

NCLM insurance - The town clerk informed the Board she had contacted the League of Municipalities and received information about insurance for the three full time police department employees. Commissioner Pitchford said she thinks the town should be able to offer insurance to full time employees. She reminded the Board the current full-time employees were given \$8000 to get their own insurance. These employees would not be given the option to keep the \$8000 and receive the insurance too. Commissioner Pitchford said the insurance could be made available to any future employees. After some discussion it was decided to look around and see what else was available. It was also decided to ask the other two full time employees if they are interested in insurance.

Budget - Commissioner Moseley informed the Board some new increases in the General Fund budget had come up, including E-911, Bike/Pedestrian Parkway, and dilapidated building fund. He also mentioned there was some concern with COVID-19 and the decrease in the Sales/Use Tax in revenues. The town was down \$1000 in April and \$2000 in the May disbursement. Commissioner Moseley asked the Board to have a face-to-face meeting next week to have a budget work session. It would still give time to have the public hearing and approval of the budget at the work session on June 23. After some discussion a meeting was scheduled for Tuesday, June 2 at 6:30 p.m.

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

Ellen M. Eller, Town Clerk