

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town of Littleton
112 East South Main Street

AGENDA

August 23, 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. Consider approval of Minutes of meeting(s) held July, 2021
4. Consider approval and payment of bills for August 23, 2021
5. Proclamation for Local Residents at Lake Gaston
6. 2021-22 Audit
7. Zoning Map
8. Halifax Horizon representation
9. E-911
10. WWTP Priority List
11. Mayor/Commissioner pay
12. Littleton Library – Kim Gray
13. Citizen’s Concerns and comments
 - a. GLDP – Lori Zito
 - b. Event Permit and Vendor Permit – Silverbaxx
14. Commissioners Reports on activities, July, 2021
15. Citizen’s Comments on Commissioner Reports – comments/questions limited to 2 minutes
16. Mayor’s remarks
17. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Round Table Session Monday, August 23, 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 Stephen Barcelo, Police Chief Phillip Trivette, and several 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 Skilton made a motion; seconded Commissioner Gould-Faison to approve the agenda as presented. Motion voted and carried.

Commissioner Skilton made a motion; seconded by Commissioner Johnston to approve the July 12, 2021, minutes as presented. Motion voted and carried. Commissioner Gould-Faison made a motion; seconded by Commissioner Skilton to approve the July 26, 2021, minutes as presented. Motion voted and carried. Commissioner Skilton made a motion; seconded by Commissioner Johnston to approve the Public Hearing minutes of July 26, 2021, as presented. Motion voted and carried.

Commissioner Johnston made a motion; seconded by Commissioner Skilton to approve the bills for August 23, 2021, as presented. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Mayor Scott said the board needs to decide what line item needs to be used to pay for Halifax Horizon's membership and penalties at NCDEQ. Commissioner Skilton made a motion; seconded by Commissioner Skilton to decrease 10-410-45 Attorney Fees and increase 10-410-68 Dues & Subscription by \$1000. Motion voted and carried.

Commissioner Gould-Faison made a motion; seconded by Commissioner Skilton to decrease 30-811-13 Utilities by \$459 and decrease 30-811-46 Contracted Services by \$459 and increase 30-811-57 by \$918 to pay the penalties at NC DEQ in the amount of \$1717.95. Motion voted and carried. It was pointed out these penalties were incurred in 2020 and dealt with discharge monitoring reporting.

Commissioner Skilton made a motion; seconded by Commissioner Johnston to increase revenue budget by \$33,800 and create line item 10-398-00 Transfer from other accounts to amend Budget Ordinance to be in balance when adding Cemetery accounts. Motion voted and carried.

Proclamation for Local Residents at Lake Gaston - Mayor Scott said he had a proclamation to read recognizing seven women who saved a life of a friend while on Lake Gaston. He designated August 23-29 as Public Service Recognition Week. The ladies were unable to attend the meeting, but would be mailed the proclamation. Commissioner Moseley said the 911 Regional Task Force would offer First Aid/CPR training to any organization. He also mentioned most fire departments would provide training as well.

2020-21 Audit – Mayor Scott explained Larry Carpenter would no longer be able to do the town's audit and the town clerk had found another CPA firm to take it on. The clerk said the fees the firm would charge would be \$7,500, which includes the audit, financial statements and the AFIR report. She also said the firm would like to conduct the town's audit for the next five years. She stated that because the town is late in getting an auditor the audit would not be completed by the October 31, 2021, deadline. The town will have to have an extension.

Commissioner Skilton asked how the audit firm was found. The clerk explained she had called around to other municipalities in the area to see who they used. She also had gotten on the LGC website to get names. Winston, Williams, Creech, Evans & Company, LLP were the only ones who said they would be willing to do the audit. After some discussion it was decided to not enter into a five-year agreement, to wait and see how the audit went this year. Commissioner Skilton made a motion; seconded by Commissioner Johnston to enter into a one-year agreement with Winston,

Williams, Creech, Evans & Company, LLP to conduct the 2020-21 audit. Motion voted and carried. The town clerk will contact them and let them know the town will do a one-year contract.

Zoning Map - Mayor Scott said the COG can do the zoning map for the town for around \$500, not to exceed \$1000. The clerk explained this map is what needs to be put on the county's GIS system. She stated the town attorney said this really needs to be done to be compliant with the Land Use Ordinance Plan. Mayor Scott asked where the money would come from to pay for the map. After some discussion it was decided to pay for the zoning map out of line item 10-410-46 Codification of Ordinances. Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to have the COG update the town's GIS map, with the amount to be paid for from Codification of Ordinances and not to exceed \$1000. Motion voted and carried.

The town clerk then explained that the town was going to be able to get the Land Use Plan for free through the help of a group who was working with UNC School of Government, graduate students at UNC, and local professional planners. She had been contacted by the group asking when she would be available for a meeting to start the process. She had given them an available date and had not heard back since then. She said she would try to contact them again to see what was being done.

Halifax Horizons representation – Commissioner Moseley said when he and Commissioner Johnston had gone to the HCIA meeting, Cathy Scott asked the town board to appoint someone to represent Littleton at Halifax Horizons. After some discussion Commissioner Moseley and Commissioner Gould-Faison agreed to share the responsibility.

E-911 – Commissioner Moseley reminded the board members that the county had given the town two different agreements for the E-911 service. He said the first agreement was a reoccurring and long-range agreement. The revised contract came out when Roanoke Rapids was talking about pulling out. The county came back with a shortage and overage clause. There was concern that if Roanoke Rapids does not sign, all the other municipalities would pick up their portion and Littleton couldn't afford that. After the second contract came out Weldon and Enfield did not sign either. Commissioner Moseley was concerned that the county attorney sending an email to our attorney stating Littleton would not have to absorb Roanoke Rapids share of the cost was not a guarantee, especially since the contract does not stipulate that.

Commissioner Moseley said 911 was a service that the county has to provide to all citizens. He was concerned the municipalities were being penalized for living in town. He said citizens in the municipalities pay more than a citizen that lives right outside the town's city limits. Commissioner Moseley said the county provides EMS and Sheriff's Department services to all the residents of the county, and they are paid for in county taxes. 911 is a service that is provided to all county residents, which also comes out of county taxes. Why should the citizens living in town pay again for a service they are already taxed for?

Commissioner Moseley said as far as what we should pay the county at this time, he suggested paying what we are under contract for until the end of this fiscal year. He stated we are obligated to that contract. He said he felt the county should come to the table and hear the concerns of the

municipalities. Commissioner Moseley was also concerned that the county had two 911 Advisory Board meetings canceled due to a lack of a quorum. He felt maybe the advisory board was just meeting a standard. It was noted the county did drop the amount the town paid for the last quarter of 2020-21. Commissioner Moseley stated the fees had increased, but the town's call volume had decreased. He also said he understood the municipalities were paying for personnel salaries.

Commissioner Johnston said the county has to have the funds to operate. Mayor Scott said he thought the county would have to either raise county taxes or decrease salaries. There was also discussion about the state going more regional. Chief Trivette said the town is not on viper radios at this time. Mayor Scott said the town should push for having a meeting with the county and decide what the town should pay for this quarter. Commissioner Moseley stated the town needs the service and 911 needs to be funded, but how you get the funding needs to change. After further discussion it was decided by consensus to have Mayor Scott contact Dia Denton to let the county know the town wants to be billed at the rate under the current contract and does not want to sign any of the new agreements.

WWTP Priority List – Commissioner Gould-Faison said the priority list was created so it could be submitted to Rivers and Associates so the search grant that was done could be amended. She said she wanted Rivers and Associates to come back with new figures to take care of the things on the list. She stated Luke Compton and Steve Ellis had put it together.

Mayor Scott said the federal government's infrastructure money is for small towns like Littleton. He said if the town got everything ready and knew the costs and needs, Littleton would be ready to apply for a grant and hopefully not have to pay anything.

Commissioner Gould-Faison said Fred Stowe at Rivers and Associates had told her it would not take long to amend the report. She did not know what the cost would be, but definitely knew there would be some sort of cost. Commissioner Moseley was wondering if the town had the ability to take on Littleton Academy when they came on next year. Mayor Scott said the town operates around 40% capacity, so we should be good.

There was also discussion about the generators at the lift station. It was brought out that they have had some maintenance done, but probably need to be replaced. It was decided to have Commissioner Gould-Faison get a proposal from Rivers and Associates about the cost and the timeline involved.

Mayor/Commissioner pay – Commissioner Gould-Faison said the town clerk had been asked at the last meeting to see what surrounding municipalities do in regard to paying their mayor and commissioners. The town clerk informed them that Weldon, Hobgood, Enfield and Macon pay their mayor and commissioners. They have to attend the meetings in order to get paid. Norlina, Conway, Gaston, and Halifax do not pay their mayor and commissioners. Commissioner Gould-Faison wanted to have the information so when the board works on the 2022-23 budget money maybe could be found to pay the mayor and commissioners.

Littleton Library – Kim Gray gave an update on the library and their opening back up. She informed the board the library reopened July 1. They are limiting the patrons to one-hour visits and one hour use on the computer so social distancing can be enforced and give more patrons access to the library. She said all county offices are requiring masks. Masks are required at the library now too. Commissioner Gould-Faison thanked Kim and the library for their services, especially for good WiFi for citizens to use.

Citizen's Concern's and Comments – GLDP – Lori Zito gave an update on the GLDP's plans for the rest of the year. She said the last First Friday will be in October and Wild Country will be the band. She also said they had decided since Covid is still around they would do a drive thru trunk or treat again. They would like to host that Saturday, October 30th from 6-8.

Mrs. Zito said she had contacted Stacy Woodhouse with the Fitts Foundation about coordinating turning on Christmas lights. The GLDP wanted to make Light up Littleton an annual celebration and coordinate it with Small Business Saturday, and have the lights come on officially that night. There was also a desire to sell honorary or in memoriam luminaries. The luminaries would be LED lights on a block of wood instead of candles and sand, in a bag. She wanted to know if the town would allow them to use the parking lot and North Main for the luminaries. Mayor Scott said he was seeing nods, so if the paperwork was brought in they would be open to it.

Mrs. Zito also mentioned the GLDP would like to purchase banners and hardware flags for six black lanterns on North Main. They were looking at an American flag banner. There was a consensus among the board to let the GLDP move forward with the flags.

Mrs. Zito said there had been some discussion previously about the GLDP constructing something around the porta-johns to make them less sightly. Mayor Scott stated the town does not own the property. Commissioner Skilton said that would have to go before the Board of Adjustments, unless they were moved onto town property. Mayor Scott said the town would have to figure out the logistics of it.

She also mentioned the GLDP helping to demolish the property on the corner of highway 158 and East End Street. She stated the GLDP has receive funds designated for that. Chief Trivette said he would be presenting information about the demolition at the next board meeting.

Silverbaxx – Dock Silver had a Vendor Permit for August 25 and 26th in the town parking lot. His wife wants to make lemonade and cake squares samples on the 25th and take orders to make cake and sell it the 26th. Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to approve the Silverbaxx vendor permit. Motion voted and carried.

Mayor Scott said the board had looked at the event permit for next year's Juneteenth Festival. He said with a large crowd of 500-2000 people expected the town would like to know, so parking and law enforcement would be available. He also wanted to make sure Mr. Silver was aware that the board had not charged fees this year, but there might be fees next year. Commissioner Gould-Faison asked if there would law enforcement fees. Mayor Scott said yes. It would be \$30 an hour per police

officer. Commissioner Moseley also mentioned rescue squad would be at the event and there would be two people at \$13 per hour. Mayor Scott said hopefully by March you would have a better idea of how many people to expect and what would be needed.

Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to tentatively approve Dock Silver's Event Permit for June 18, 2022. Motion carried.

Commissioner Reports on activities, July 2021 – Streets – Commissioner Barcelo said his department is holding their heads above water. Dana Killeen is back. He said the weather has been an issue and he was not able to help out as much. Sylvia Alston had contacted him with a couple of issues that needed to be addressed. He asked that citizens call town hall and let the clerk know if they had something that needed to be done.

Police Department – Commissioner Moseley read the police report. A copy is hereby incorporated into the minutes. He also mentioned Officer Duke had been driving the Charger instead of the Explorer because they were putting the cage into the Explorer. The cage will make it safer to transport someone to Halifax. Commissioner Moseley said both officers had taken the radar training. Currently Officer Duke could not write tickets because the Charger did not have the electronics necessary to do so.

Commissioner Moseley also mentioned the loitering/trespassing issues in town. Chief Trivette is working on that. He said electrical receptacles were being used to charge cell phones as well. He was concerned someone could be hurt by using the receptacles and suggested turning off the electricity to them or put a lock on the breaker box due to the liability.

Chief Trivette said the town had been reimbursed for the GEMS grant. He also said Spectrum should be making the conversion soon. It has been a long involved process, but hopefully the town is close to moving forward. Commissioner Gould-Faison asked if the WWTP was included. She was told they were.

Water/Sewer – Commissioner Gould-Faison read the sewer report. A copy is hereby incorporated into the minutes. She mentioned smoke testing would be done August 24 and 25th.

Commissioner Gould-Faison informed the board there is a lot of scrap metal at the WWTP that needs to be removed. Mayor Scott asked if it was a little or a lot. He said C J's could come and pick it up if there was a lot. Commissioner Gould-Faison had pictures. The mayor said that wasn't a lot, it would take a couple of hours. Mention was also made that someone had come and would be willing to get the metal and take it for the town, but they would keep the money.

After some discussion Commissioner Moseley made a motion; seconded by Commissioner Skilton to have Luke Compton and Dock Silver take care of removing the scrap metal and have the money from the metal be returned to the town. Motion voted and carried.

Finance – Commissioner Johnston read the finance report. A copy is hereby incorporated into the minutes.

Cemetery/Park – Commissioner Skilton told the board there had been a Bike and Pedestrian Parkway Steering Committee meeting held a couple of weeks ago. The consultant got feed back on goals and the direction the committee would like to go. He stated there would be an 11 a.m. meeting tomorrow to follow up after the steering committee meeting.

Commissioner Johnston asked if there was any mention of the Rails to Trails program. Commissioner Skilton said it was kind of like Rails to Trails Until, CSX still owns the land. He mentioned Virginia has done a good job, but NC has not been able to access the railway beds as easily.

Commissioner Skilton said he had been at the cemetery and noticed there was a lot of grass and weeds growing up in the roads. He was wanting to put more stone down. Mayor Scott said he thought the rocks needed to be pulled back up. Commissioner Barcelo said the town need to find out areas that do need more stone. Commissioner Barcelo also mentioned head stones need to be repaired as well.

Commissioner Skilton said Commissioner Barcelo had mentioned getting trash receptacles at the cemetery to take care of flowers that needed to be disposed of. Both are things that need to be addressed soon.

Mayor's remarks – Mayor Scott read a thank you note from Rhonda Bobbitt.

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

Ellen M. Eller, Town Clerk