

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Littleton Food and Spirits

235 N. Mosby

August 25, 2020

6:30 p.m.

Zoom meeting

BOARD MEETING B ROUNDTABLE SESSION

1. Call meeting to order
2. Public Hearing for CBDG-NR
3. Motion to approve agenda
4. Approval of bills
5. Town Hall printer
6. Library Roof repairs
7. Computer/laptops for commissioners and mayor
8. PD Surplus
9. Census update
10. Fitts Wifi tower approval
11. Event permit approval – PD Dept Open House and Lions Club
12. Park Sanitation
13. Water/Sewer payment plan for COVID-19 customers
14. WWTP Search Grant
15. Constitution Proclamation
16. Motion to go into Closed Session pursuant to NCGS143-318.11(a)(6) to discuss personnel
17. Adjourn

The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session, Tuesday, August 25, 2020, at Littleton Food and Spirits and remotely through Zoom at 6:30 p.m. Present were Commissioners Bonita Knight, Gerleen Pitchford, Ophelia Gould-Faison, Steve Barcelo, Lynn Moseley, Jordan Kearney, and eighteen members of the public. Mayor K. Owen Scott presided over the meeting.

Mayor Scott called the meeting to order at 6:33 p.m. He then opened the Public Hearing at 6:33 p.m. The Public Hearing closed at 6:50 p.m. Commissioner Moseley made a motion; seconded by Commissioner Knight to approve Resolution R-2020-008 2020 CBDG-Neighborhood Revitalization Application. Motion voted and carried. A copy is hereby incorporated into the minutes.

Mayor Scott said before the agenda was approved he would like to add Constitution Proclamation between the WWTP Search Grant and closed session. Then he stated there

would be a ten-minute break between the Public Hearing and the regular roundtable board meeting.

The Roundtable Session started at 7:03 p.m. Commissioner Knight made a motion; seconded by Commissioner Gould-Faison to approve the agenda with the addition of Constitution Proclamation between WWTP Search Grant and Closed Session. Motion voted and carried.

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

Town Hall Printer – Commissioner Moseley informed the Board the estimated repair cost to fix the Lexmark printer would be \$600 and to buy a new machine would be \$999.20. He said this printer would print at a faster speed and would have a replacement cartridge that would make 55,000 copies. Commissioner Moseley said he would like to take the money for the printer from both the general fund and water and sewer fund, since all funds use the printer. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to purchase Lexmark MS823dn at the cost of \$999.20 and split the price between the general fund, water fund, and sewer fund. Motion voted and carried.

Library Roof repairs – The town clerk said the library roof has been leaking for several weeks. She had tried to find companies to come give a quote on fixing it. She had only received one quote, and it was from Kenneth Daniel. However, in speaking with Kim Gray, the librarian she was given another roofing company to try to get a quote from. It was also suggested to speak with Turn-Key Contractors and see if they could recommend some one else. Mayor Scott thought the Masonic Lodge would take care of roof repairs. It was decided to check and make sure if that was true. It was decided to table this item until the next board meeting.

Computer/Laptops for Commissioners and Mayor- Commissioner Barcelo told the Board they had discussed getting computers at the last meeting and it was decided to check with State Surplus to see about their prices before making any decision. He said after checking with State Surplus he found they were more expensive. He said he found the best price was with Dell, and the information on the Dell was in their packet. He said he would also recommend putting Word and Excel on the computers. The price would be \$549 plus \$99 for Windows programs. He said the COVID Relief Fund would pay for the computers since we have to conduct meetings through Zoom now.

Commissioner Pitchford asked the amount of money in COVID Relief Fund. She was told there was \$14,700. Commissioner Barcelo said if the money is not spent the town would lose those funds. Mayor Scott said the computers would be used for town business and would be returned when their term in office was completed. It was also mentioned the town clerk would not have

to send paperwork out. It could all be handled through the computer and stored there. The total amount for all six computers would be \$3900 plus tax. The town would get the tax money back. Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to purchase six computers from Dell to be paid for with COVID Relief Funds. Motion voted and carried.

Commissioner Moseley also brought up that each department has a \$500 limit on their credit card. The police department needs to purchase a refrigerator and the town clerk needs to purchase the printer. Both of these need to be purchased with a credit card. After some discussion Commissioner Moseley made a motion; seconded by Commissioner Barcelo to increase the credit card limit to \$1500, but anything over \$500 has to have prior board approval before a purchase can be made. Motion voted and carried.

PD Surplus - Commissioner Pitchford informed the board the police department had purchased new office equipment and would like to give the old equipment, desks, chairs, etc. to the COPs for a yard sale they will be having September 5th. Commissioner Pitchford made a motion; seconded by Commissioner Moseley to declare the current police department office furniture surplus and donate it to the COP for a garage sale. Motion voted and carried.

Census Update – Commissioner Gould-Faison reminded everyone the census would end September 30. She stated the percentage had increased and asked everyone to please fill out the census if they had not done so. Commissioner Pitchford stated the town received money based on the population of the town. Mayor Scott said our amount for the COVID Relief Fund was based on the population of the town.

Fitts Wifi tower approval - Mayor Scott stated Stacy Woodhouse had sent in information to Lee Myrick the building inspector in regard to putting in a wifi tower for free internet downtown. It turned out the type of tower they need doesn't require any permits or special restructuring. All the Fitts need now is a letter of approval from the town to put up a tower on the back of the Fitts building. Commissioner Pitchford made a motion; seconded by Commissioner Knight to write a letter to Halifax County approving the Fitts placing a wifi tower on their building on Main Street. Motion voted and carried.

Event approval – PD Open House – Commissioner Pitchford presented an event permit to hold an open house for the new building. Commissioner Gould-Faison wanted to know if the public could go inside the building for a tour. She was told for security reasons the general public could not, but an elected official could.

Commissioner Moseley said the building is looking great and he was happy for the police department. He said with the expected attendance of 0-100 how did it fit in with Phase 2 when we can't have church, festivals, the State Fair, and schools. Commissioner Pitchford said she

didn't think she would have a crowd over 50, and she had a tent that would allow social distancing for 50. She said we can't control the crowd. Commissioner Moseley asked if there were any other celebratory events going on with this. He was told no.

Commissioner Barcelo asked if there was food. Commissioner Pitchford said there was for invited guests only. Commissioner Gould-Faison asked if that would be at the parking lot as well. Commissioner Pitchford said no, it would be held at the Fire Station. The ribbon cutting and dedication would take place in the parking lot. Commissioner Barcelo said there was a limit of 25 people outside, would that be kept. Commissioner Pitchford said yes.

Commissioner Knight made a motion to approve the event permit for the PD Dedication. There was no second. Mayor Scott called for a vote. No vote was given to approve. Commissioner Pitchford abstained. Commissioners Moseley, Barcelo, and Gould-Faison opposed by a raise of hands. Commissioner Pitchford said there was no way it could be canceled now. The dedication had been brought up in July. Mayor Scott said the motion was denied, so it can't be passed. Commissioner Moseley said with all due respect the commissioners met two weeks ago and he wished it had been talked about then. Commissioner Pitchford said it was brought up. Commissioner Moseley said it was mentioned as a ribbon cutting, it didn't mention everything else. Commissioner Pitchford said it was brought up as a ribbon cutting and dedication. She had the paperwork.

Littleton Lions Club – Mayor Scott said the Lions Club had submitted an application to set up a tent and sell barbeque by the pound since the Festival had been canceled. The event would be Friday and Saturday Sept. 4th and 5th from 10 a.m. to 1 p.m. and expected attendance is less than 100. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to approve the Lions Club event. Motion voted and carried.

Commissioner Moseley said this event would not be congregating in a crowd and would observe social distancing. People would drive by and get their barbeque and drive on. Commissioner Pitchford stated her event would not be congregating in a crowd. Commissioner Moseley said he didn't see how it could not. He said he was not a fan of COVID and all the restrictions. However, this group was trying to hang on by a thread because they are not getting anything from the Festival this year. Driving by and getting barbeque was not congregating.

Park Sanitation - Mayor Scott said under Phase Two parks could be opened. The only reason we have not opened our park was because we had to have sterilization backpacks. However, that was not the case. The park needs a sanitation station and a sign at the front gate giving information about how to prevent the spread of coronavirus. He had found a touchless sanitation station for \$499 and a sign for \$28.99 which could be set up and taken down as needed. It could also be moved to be used at events if necessary. The money for these would

be taken out of the COVID Relief Fund. This would allow us to open our park back up. He said he had not heard anything about the number of people allowed in the park. The park has to comply to 50% occupancy and the mayor said he would have to figure out the square footage to make sure the town was compliant.

The town clerk asked if it was ok to have the porta johns picked up since there were no events occurring at the parking lot at this time. She was told yes.

Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to purchase the hand sanitizer touchless station and the sign on preventing the spread of coronavirus out of COVID Relief Funds. Motion voted and carried. Mayor Scott said the refills are universal and could even be bought from Wal-Mart. Until the station and sign were in place the park would not be opened.

Commissioner Moseley also said he wanted to make sure everyone understands that when the time is safe to have a gathering for the police department he thought it would be good, but it would appropriate to postpone it right now.

Water/Sewer payment plan for COVID-19 customers - Commissioner Gould-Faison reminded the commissioners she had asked them to respond at the last meeting to the questions in regard to payment plan terms for those customers who have outstanding balances due to the coronavirus. She said the town has 26 customers who would be under this plan. She said there was an anonymous donor who helped some customers who were behind. She said the governor's executive order ended July 29. The customers who could not pay are still responsible for their bill. She asked for any suggestions or comments in regard to the payment plan terms. It was noted that the minimum amount of time for repayment was six months, but it could go longer.

The town attorney will take the terms presented and write a resolution to be adopted by the board at the next town meeting. The payment plan would not take effect until the bill due in October. Customers will automatically be enrolled in the payment plan. Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to forward the Town of Littleton Payment Plan Terms will be sent to the town attorney for him to write a resolution. Motion voted and carried. A copy of the Payment Plan Terms is hereby incorporated into the minutes.

WWTP Search Grant - Commissioner Gould-Faison informed the board River and Associates should be completing the grant. This information will be used to help obtain a grant to upgrade the wwtp. Commissioner Gould-Faison said she had spoken with UCPCOG and with our current sewer rates, the town qualifies for a 75% grant. She said since RR Sanitary District has come in the wwtp is not in as bad a condition as first thought.

Commissioner Gould-Faison was asking the board to find out what the town owes Rivers and Associates in order to get the information and move forward with the grant. The town clerk stated she was under the impression the grant was \$32,000, with \$30,000 being paid by USDA and \$2000 by the town. Mayor Scott said that was correct, if we went with USDA. Mayor Scott said if there was a grant available that prequalifies us we would have to pay the search grant ourselves. He stated that the total amount would have to be paid before the town would receive the information from the grant.

Commissioner Gould-Faison said she does not care who gets the work, USDA or the COG, she just wants the best possible grant for the citizens of Littleton. Mayor Scott asked if it would be possible for someone from the COG to be at the next town meeting to talk to the commissioners about the grant. He said if the town could get a 75% grant it would make sense to pay the search grant out of pocket since we are talking about a multi-million dollar project. It was stated the grant would be not be awarded until next June or July.

Constitution Proclamation - Mayor Scott read the Constitution Proclamation designating September 17-23 as Constitution Week. A copy is hereby incorporated into the minutes.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to go into Closed Session pursuant to NCGS143-318-11(a)(6) to discuss personnel. Motion voted and carried.

Closed Session started at 7:55 p.m. The board came out of Closed Session at 8:08 p.m.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to hire Julian Hampton at \$9 per hour for 20 hours per week in the Street Department and eventually move him to 30 hours. Motion voted and carried.

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

Ellen M. Eller, Town Clerk