

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town of Littleton
112 East South Main Street

AGENDA

September 13, 2021

6:30 p.m.

Regular Monthly Board Meeting
Held at Town Hall and Remotely through Zoom

1. Call meeting to order 6:30 p.m.
2. Pledge of Allegiance followed by Invocation
3. Motion to approve the Agenda
4. Consider approval of minutes of meetings held August, 2021
5. Consider approval and payment of bills August, 2021
6. Proclamation for Constitution Week
7. E-911
8. Surplus two PD Dodge Chargers
9. Demolition Update on property at 158 and East End
10. Zoning Administrator pay
11. Clerk's position update
12. Lighting at the Pocket Park
13. Citizen's Concerns and Comments
 - a. GLDP – Lori Zito-Event permits for Oct. 30 and Nov. 27
 - b. Sylvia Alston
14. Commissioner Reports on activities in August, 2021
15. Citizen's Comments on Commissioner Reports – comments/questions limited to two minutes
16. Mayor's Remarks
17. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Monday, September 13, 2021, at 6:30 p.m. at Town Hall and remotely through Zoom. Present were Commissioners Ophelia Gould-Faison, Lynn Moseley, Jim Skilton, Clyde Johnston, Steve Barcelo and several members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:32 p.m. He led the meeting with the Pledge of Allegiance and then gave an invocation.

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

Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to approve the minutes for the month of August, 2021, as presented. Motion voted and carried.

Commissioner Gould-Faison made a motion; seconded by Commissioner Johnston to approve the bills for September 13, 2021 as presented. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Proclamation for Constitution Week- Mayor Scott read a proclamation making September 17-23 Constitution Week.

E-911 – Mayor Scott turned the meeting over to Commissioner Moseley. Commissioner Moseley informed the board he and Chief Trivette had met with County Manager Tony Brown and Asst. County Manager Dia Denton last week. After meeting with them he felt it was in the town's best interest to move forward with making a decision about the E-911 agreement. He stated there were three options for the town: 1. Do nothing and continue paying the current amount of \$17,245 per year under the existing contract. This amount could be adjusted when funding discussions were held. 2. Sign Proposal 1, and pay \$14,806 per year. 3. Sign Proposal 2 and pay \$14,806 with the clause if the 911 Center budget comes up short, the percentage of support for the shortage is billed back to the towns in the county based on their percent of the operating cost.

After further discussion Commissioner Moseley made a motion; seconded by Commissioner Skilton to adopt Proposal Number 1, a five-year agreement, paying \$14,806 this fiscal year. Motion voted and carried. Commissioner Moseley said the town could pay more or less the following four years. He said it will be evaluated each year and will be based on the total number of police department calls each year. A copy of the agreement is hereby incorporated into the minutes.

Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to adopt Resolution 21-004, Resolution Authorizing an Interlocal Agreement Regarding Local Funding of the Halifax County Central Communications Center. Motion voted and carried. A copy is hereby incorporated into the minutes.

Surplus two PD Dodge Chargers – Chief Trivette asked the board to surplus two old Dodge Chargers the police department has. He said one of the Chargers has been used for parts and he would suggest starting bidding at \$500 for it. The other has computer issues but is in better condition. He suggested starting bidding at \$1500 for it. He said he would take off the signage and lights on the vehicles. Commissioner Moseley made a motion; seconded by Commissioner Skilton to surplus the two PD Dodge Chargers as described with the signage and lights being taken off. Motion voted and carried.

Commissioner Moseley made a motion; seconded by Commissioner Skilton to place advertisements in applicable places, i. e. newspaper, town website, Facebook. Motion voted and carried.

Demolition update on property at 158 and East End – Chief Trivette informed the board town attorney, Kris Gardner, had sent him updated version of demolition of buildings. He said he had to

go back and update some paperwork. He mentioned the state had changed time frames. He wanted to make sure the board knew what was going on in case they had any questions from citizens in the community.

Zoning Administrator pay – It was mentioned that Chief Trivette is doing more work as a Zoning Administrator. When he was appointed, he was told he would be compensated for the time he spends doing the work. He has recently had to sign off on a letter, and he is working on the demolition of the property on Highway 158 and East End Avenue.

Commissioner Skilton suggested that Chief Trivette keep track of the time he is spending as Zoning Administrator for the next six months. He said then he could be back paid for the time he has spent. Then going forward he would be paid the same. Commissioner Skilton said there is no data at this point to work from to see what the compensation should be.

It was decided to have Chief Trivette keep a log or timesheet for the next six months. Commissioner Moseley said with the town growth he would be devoting more time to the position.

Clerk position update – Commissioner Johnston said he and Mayor Scott had gone through the applications. Mayor Scott said he had gone through the 50 applications and narrowed it down to 10. Commissioner Johnston said he had agreed with those 10. Mayor Scott stated the next step would be to go into Closed Session at the next town meeting. The board could look at all 10 applicants and narrow them down to 3-5 and then conduct interviews. Commissioner Johnston said the board also will need to discuss the transition at that time as well.

Pocket Park Lighting – Chief Trivette informed the board the Pocket Park was really dark in the evening and there were kids/people in the park after dark that could not be seen. He said during the Littleton-Lake Gaston Festival he had been at the park and there were kids in there that he couldn't see. He suggested putting a light in the back of the park, pointing toward the park. He thought putting a light that comes on at dark and goes off at daylight would take care of the problem. The park is closed from dusk to dawn. There is signage that states that at the park.

Commissioner Skilton also mentioned he thought the park needs cameras at some point. Commissioner Moseley suggested the town put up a pole and light and not pay Duke to do that. He said that would save the town a monthly fee as well. He said the town would have to pay an electrical contractor to set it up. After further discussion it was decided by consensus to have Chief Trivette get three bids for the lighting and present them at the next meeting. Chief said he would also check with DOT to see what they could do.

Citizen's Concerns and Comments – GLDP-Lori Zito – Mrs. Zito presented two event permits. The first for Trunk or Treat to be held October 30, 2021, from 6-8 p.m. She said it would be a drive through event like last year. She said Evelyn Melton is working with Chief Trivette in regard to a traffic pattern to help keep back-ups from occurring on 158. There was some discussion about not closing down the streets until after the businesses on E. North Main have closed at 5:30. Commissioner Moseley made a motion; seconded by Commissioner Skilton to approve the Trunk or

Treat Event Permit. Motion voted and carried. Mayor Scott said as the event got closer there would be clarification on the closing of the street and the traffic pattern.

Mrs. Zito also presented the Light Up Littleton event form for November 27, 2021. She said the GLDP was coordinating with the Fitts Foundation to have the event on Small Business Saturday. She mentioned that they were still working on what exactly would be happening, but the Christmas lights would be turned on at that time. She thought there would be some sort of music at the event.

Mrs. Zito also said the GLDP was planning on selling luminaries to line the parking lot. She said they were working to identify a project the money would go to in hopes of selling more luminaries if people knew what the money would be used for. Commissioner Gould-Faison asked what time the Light Up Littleton event would take place. Mrs. Zito said it would be when it gets dark. She thought it would be somewhere around 7 p.m. but was not for sure of the exact time due to time change. After some discussion it was decided to put the time as tentatively from 6-8 p.m.

Commissioner Gould-Faison made a motion; seconded by Commissioner Skilton to approve the Light Up Littleton Event on November 27, 2021. Motion voted and carried.

Mrs. Zito said they had a couple of suggestions for projects for the luminary money. One was for a mural and the other was to put additional benches on Main Street.

Mrs. Sylvia Alston was not available for comment.

Commissioner Reports – Water/Sewer - Commissioner Gould-Faison read her Water/Sewer Report. A copy is hereby incorporated into the minutes. She mentioned MJ Price has moved his equipment onto the WWTP property to take care of the over-grown vegetation there. She said she was continuing to look for money to take care of the water/sewer infrastructure in the town.

Streets - Commissioner Barcelo said his crew is busy cutting grass, trimming trees, and picking up limbs and branches.

Police Department – Commissioner Moseley read the police report. A copy is hereby incorporated into the minutes. He mentioned the staff has completed radar training and Eric Johnson had completed investigation training. He thanked Gail Johnston for donating her golf cart to be used by the police department during the Littleton-Lake Gaston Festival. He said it helped facilitate police coverage.

Commissioner Moseley asked the board to approve the purchase of four tires from Buddy Isle's for the town's Ford Explorer. Commissioner Moseley made a motion; seconded by Commissioner Skilton to purchase four tires at state contract price from Buddy Isles in the amount of \$1114.99 for the town's Ford Explorer. Motion voted and carried.

Cemetery – Commissioner Skilton said the cemetery is quiet. He informed the board the Bike and Pedestrian Plan will hold a Zoom meeting tomorrow for updates on the project. The group has requested to put up a booth at the First Friday in October to get public input about the project.

Finance – Commissioner Johnston read a summary of the account balances. A copy is hereby incorporated into the meeting.

Citizen’s Comments on Commissioner Reports – There were no comments

Mayor’s remarks – Mayor Scott asked Commissioner Moseley to speak about the town’s Burn permit. Commissioner Moseley said the town issues a burn permit for fire pits. He said he had spoken with the Fire Marshall about burning limbs. He was told as long as no one is cutting lumber and burning the scraps they are ok. However, once wood is cut into lumber it is considered processed wood and that is illegal.

He also mentioned the Forestry Service issues burn permits for the county. The town clerk said she had spoken to Brian Rodwell who issues burn permits for the Forestry Service. Mr. Rodwell informed her he had been told when Covid hit in March, 2020, to not issue any burn permits until further notice. There was concern about putting substances into the air.

After further discussion Commissioner Moseley suggested the issue be tabled until the next meeting and get more information from the Forestry Service.

Mayor Scott informed the community that the Lake Gaston Chamber of Commerce was hosting their annual Golf Tournament October 1, 2021, with a rain date of October 8, 2021. More information is available by contactingqaw the Lake Gaston Chamber of Commerce.

Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to adjourn. Motion voted and carried. Meeting adjourned at 7:31 p.m.

Ellen M. Eller, Town Clerk