

Town of Littleton
112 East South Main Street

AGENDA

September 8, 2020

Regular Monthly Board Meeting
Held 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 August, 2020
4. Approval for payment of bills for August, 2020
5. Election information for November
6. WWTP Upgrades – UCPCOG – Ron Townley
7. Water and Sewer Resolution for COVID-19 customers
8. Library Roof Repair
9. Citizen’s Concerns and Comments
 - a. GLDP – Tony
 - b. Fitts Foundation – Stacy Woodhouse
10. Commissioners reports on activities in August, 2020
11. Citizen’s comments on Commissioner Reports – comments/questions limited to 2 minutes
12. Police Department
13. Mayor’s Remarks
14. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, September 8, 2020, at 6:30 p.m. remotely through Zoom. Present were Commissioners Stephen Barcelo, Gerleen Pitchford, Ophelia Gould-Faison, Lynn Moseley, Bonita Knight and five members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:33 p.m.

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

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the minutes for August, 2020, as presented. Motion voted and carried.

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

Election information for November – Commissioner Gould-Faison gave information about the upcoming Tuesday, November 3rd election. She stated early voting is from October 15-31. The schedule is posted in the post office. She said all citizens of the town of Littleton will vote at the Methodist Church Fellowship Hall not at the Town Hall or the Fire Department. Commissioner Gould-Faison reminded everyone to wear masks and maintain social distancing while voting.

WWTP Upgrades – UCPCOG – Ron Townley – Mr. Townley said he had been speaking with Commissioner Gould-Faison about the town’s ability to submit a grant application for the town’s WWTP. He said his office

had requested information from the town such as most recent audit, notices of violations, public works personnel, and the engineering firm in charge of the search grant. He said Helen Page and Mr. Joe Dooley will work on putting the grant package together. They like to make sure the grant proposal is at least at the 65% level before submitting.

Mr. Townley said the town needed to think about their grant eligibility for Spring 2021. The state currently gives grant/loan package. He said the town is eligible for a 75% grant based on the town's sewer rates. In order to be considered for a 100% grant the town would need to raise their sewer rates to \$58.25 per 5000 gallons. Before the town thinks about raising sewer rates the town would need to consult with Helen and Joe to make sure things are done correctly.

Mr. Townley also said the State sometimes comes back and offers different terms. The town will need to be ready to negotiate if this would occur. He said currently the COG is working on 30 grant applications. He stated that statistically Littleton looks good with income levels to get over the 65% mark. He said the COG has worked with the town's engineer, Rivers & Associates, but they really work for the town. Mr. Townley said Ms. Page would advise on the town's next steps. He said the funding is usually given in February.

Mr. Townley also mentioned that the M&M Grill was listed for Phase 2 environmental work. They will be working with the owner. They are hoping to get the grill removed to get the oil underneath it taken care of.

Water and Sewer Resolution for COVID-19 customers - Commissioner Gould-Faison thanked everyone for giving input to the resolution. She said the attorney has written a resolution for the town to adopt. Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to approve Resolution R-2020-009 Resolution for Modifying Utility Billing and Disconnection Policy in Response to COVID-19. Motion voted and carried. A copy of the resolution is hereby incorporated into the minutes.

Library Roof Repair - The town clerk presented three quotes on repairing the roof on the Library. Kenneth Daniel and AArias Roofing, Inc. both bid \$4800 and Derrick M. Bennett Construction bid \$19,730. After some discussion it was decided to have the clerk go back to Mr. Daniel and AArias and see if both quotes were for the same work and both would have a two-year guarantee. She would also check and see if the work could be covered under the town's insurance policy. Kim Gray, town librarian, stated that when there was a steady rain the roof leaked, but she felt it was not an emergency and more information could be gathered to make sure the correct decisions were made.

Citizen's Concerns and Comments – GLDP, Tony Zito – Mr. Zito presented the GLDP's plan for holding a Halloween Event for the children in the area this year. He stated the plans were not complete at this time, but Chief Trivette was on board with the plan, and committees would be meeting September 15th to finalize them. He said final plans would be presented at the October 14th meeting. He included a map with arrows drawn showing the traffic flow for trick or treaters. He said there would be no cooking and the parking lot would be closed off. No child would be walking. All trick or treaters would be inside a car and would drive through and be given pre-bagged candy through the window. Mayor Scott asked for Board input. Commissioner Barcelo and Commissioner Moseley said as long as the CDC rules and guidelines were followed, it sounded like a great idea.

Fitts Foundation – Stacy Woodhouse - Mr. Woodhouse updated the commissioners on the Christmas lights. He presented a written proposal for Board approval. He stated all business owners would be contacted and would know what was going on. He said everyone would receive something in writing. Commissioner Barcelo made a motion; seconded by Commissioner Knight to approve the Christmas lighting proposal as submitted. Motion voted and carried.

Mr. Woodhouse spoke about the Wifi distribution points. He stated the tower that was approved at the last meeting should be here and the rest of equipment should be arriving soon. He said he was reaching out to various store owners as well as the town to make sure there are enough distribution points to cover the town. Mr. Woodhouse is asking to use the light poles, the front and back of Town Hall and stage. Using the front and back of Town Hall allows coverage on North Main. Commissioner Knight made a motion; seconded by Commissioner Barcelo to approve the distribution points for the installation of Wifi. Motion voted and carried. Mr. Woodhouse said he should have a date to flip the switch for the Wifi at the next town meeting.

Commissioner's Reports on activities in August, 2020 – Streets – Commissioner Barcelo said his department was busy mowing. He said his new employee was working out great. He also said his department is helping out with the mowing at the sewer plant as well. Commissioner Barcelo also mentioned he has been speaking with the Dell computer representative about getting the laptops. He said since schools are needing laptops it is a little harder to get them.

Cemetery – Commissioner Knight said the cemetery was mowed last Monday. She thanked those that helped in cleaning up the cemetery for Mr. Kearney's funeral.

Water/Cemetery – Commissioner Gould-Faison thanked the street department for helping keep the grass cut at the sewer plant. She stated the RR Sanitary District has brought a breath of fresh air and appreciate the board moving forward with them. She said there is a big difference in the sewer plant. Things had been cleaned up and fixed. She also said she had spoken with Brian at Affinity House and would be setting up a tour of the building for the commissioners.

Police Department – Commissioner Pitchford read the police report for the month of August. A copy of the report is hereby incorporated into the minutes.

Finance Department – Commissioner Moseley read his finance report for the month of August. A copy of the report is hereby incorporated into the minutes.

Citizen's Comments on Commissioner Reports – Carolyn Harmon asked for clarification for the name of the new street department employee and the last name of the person at UCPCOG who would be helping the town with the grant application. She also asked to be included in the tour of Affinity house if possible.

Police Department - Mayor Scott said he was sure everyone was aware of the ribbon cutting and dinner held in regard to the newly renovated police department building. He stated he had received several calls and concerns about this since the town had opted not to do it and wait until COVID restrictions were lifted due to the amount of people who were to be attending. He said it had gone forward. He said the CDC guidelines for masks, gloves, and hand sanitizers were not kept.

Commissioner Pitchford asked to speak. She informed the Board the dinner at the Fire Department was a private event. She said the dinner was put on by her and no town funds were used. She said gloves masks, and hand sanitizers were used and temperatures were checked. She said at the last town meeting when she presented the event to use the parking lot she was told she could not use it. She asked why it was not discussed previously. She said she did not go on with the dedication service in the parking lot. She had just done the ribbon cutting at the police station. She said CDC guidelines were followed at the dinner. She reiterated she had paid for the dinner herself and it was a private event.

Commissioner Moseley said the board had given her direction to hold off and wait until festivities could be held under an appropriate phase. He said both Commissioner Pitchford and himself had taken an oath of

office to uphold the laws of North Carolina and the United States. He said he did not always agree with Governor Cooper, but the guidelines were 25 people outside and 10 at an inside event even if you were having a private event. Those guidelines were not followed. Commissioner Moseley stated he felt she had violated her oath and the law.

Commissioner Pitchford said since they were talking about the law, there was a water ordinance stating if you had a business in your home you needed a water meter for your home and a separate meter for you business that was billed commercial rate. She said Commissioner Moseley has a business in his home which did not have two separate meters. Commissioner Moseley said his wife does operate a beauty salon, and they had applied for the appropriate permits from Mr. Skilton in July, 2007, and they have been in compliance. He said if there was an issue, he had been grandfathered in. Commissioner Pitchford said there was no grandfathering in.

Commissioner Moseley stated Commissioner Pitchford represented the town and she had done wrong. Commissioner Pitchford said she had done wrong, and she apologized. She said do what you want to do. Mayor Scott asked if any other commissioner had anything to say. Commissioner Barcelo said he had received complaints as well. People were asking why they couldn't have events, but the police department could, was the police department above the law.

Mayor Scott asked if there was any motion to be made. Commissioner Knight said the commissioners had agreed to the ribbon cutting previously. Commissioner Pitchford said she didn't know what the board will decide, but she will take her punishment if other commissioners take their punishment for things they have done. Mayor Scott for any other comments.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to remove Commissioner Pitchford as Police Commissioner and ask Commissioner Moseley to take it over. Motion voted. Motion passed -two opposed – Commissioners Pitchford and Knight three – in favor – Commissioners Barcelo, Moseley, and Gould-Faison.

Mayor's remarks – Mayor Scott said he appreciated everyone coming out to the meeting and to stay safe.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to adjourn. Motion carried.

Clerk

Ellen M. Eller, Town