

# TOWN OF LITTLETON

11.14.2017

## Board of Commissioners Work Session

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, November 14, 2017 at 9:00 am. In attendance were Commissioners Gerleen Pitchford, Heidi Hogan, Donald Spragins, and Sylvia Alston. Commissioner Clara Debnam was absent. A quorum was present. Mayor Ron Girdley called the meeting to order at 9:00 am. Ms. Kim Gray, Ms Holly Barcelo, Mayor-Elect K. Owen Scott and Commissioner-Elect Stephen Barcelo were also in attendance. Town Attorney, Kris Gardner was conferenced in via telephone.

**Special Use Permit application** / Jalen Hasty – re applied for a Special Use Permit to open a sweepstake game business at 216 East South Main Street, Littleton, NC. Attorney Kris Gardner reminded the Board of the Quasi-Judicial hearing held with sworn testimony, and that he did not meet the conditions under the old ordinance for a Special Use Permit. His first application was denied. Any appeal of the Board's decision on his behalf would go to NC Superior Court. He would be able to reapply under the new ordinance. However the site location does not meet the specific conditions. The site does not meet the 1000' from a dwelling, 2000' from a church, daycare, park or library. The Board agreed the Attorney draft a letter addressing his current application and return the \$150.00 application fee.

**UCPCOG – EPA Brownfield's Coalition Grant application** – Holly Barcelo, assistant Clerk presented a letter from UCPCOG Director Ron Townley regarding interest in applying for the Brownfield's Coalition grant, specifically regarding the removal of underground tanks at the old M&M Grill on US Hwy 158, Littleton. Commissioner Pitchford made the motion; seconded by Commissioner Alston to adopt the letter as written and apply for the grant. The motion voted and carried unanimously.

**2018 Meeting Calendar** – Commissioner Pitchford suggested the Board consider changing the work sessions to evening rather morning would be more convenient for the newly elected Board. Commissioner Pitchford was asked to inquire with the newly elected Board members. No action was taken.

**Police Department** – Commissioner Pitchford informed the Board that the \$1378.00 seized drugs funds were returned to the town following the court case. The funds were deposited and are currently classified as miscellaneous revenue. Commissioner Pitchford made the motion; seconded by Commissioner Spragins to budget these funds to the Police Department. Commissioner Pitchford request the funds be used at the discretion of the Police Department. The motion voted and carried unanimously.

**Work Session Minutes 08.15.2017** Commissioner Pitchford made a motion; seconded by Commissioner Spragins to adopt the minutes of the work session on August 15, 2017. The motion voted and carried, three votes in favor of adoption with Commissioner Hogan opposed.

**Substance Abuse Policy Halifax Works** – point of contact designee The Clerk inquired who should be listed as designated employee contact regarding information from Halifax Works. The Board agreed it should be the Clerk and the Assistant Clerk.

**RVS – Direct Payment Module** – Asst Clerk Holly Barcelo presented to the Board the RVS payment module. The purchase of \$900.00 would allow the Clerks to process payments at the time of payment (when the customer is at the window). Holly Barcelo emphasized the risk of human error in the current process of payment. She reported this is a way to stream line the process of payments thus saving time during the day. Commissioner Alston added that this should be a priority and the Board should find the funds to purchase it. Commissioner Pitchford made the motion; seconded by Commissioner Spragins to table this until the next work session. The motion carried, three in favor with Commissioner Alston opposing as she would prefer to approve RVS module purchase today.

**Ordinance Review** – Commissioner Hogan reported the ordinance update is complete and now in the hands of Asst Clerk Holly Barcelo for typing. Commissioner Alston request she and Commissioner Hogan be allowed remain as consultants for clarity on the ordinance project when their terms end on December 04, 2017. Next steps are to review by the Board and then legal review either by American Legal Corp or Town Attorney Kris Gardner. Commissioner Hogan inquired on the time frame necessary to adopt the new Ordinances. There will need to be a Public Hearing or Public Hearings.

Commissioner Alston suggested it may be June 2018. She suggested the new Board consider adopting to be effective with the new fiscal year.

**Streets** – Commissioner Hogan reported she has contact information for all Street related vendors or service providers as well as an inventory of all equipment and assets. Commissioner Hogan reported Dominion power is coming this Thursday to install the snowflakes on the power poles along South Main Street. Commissioner Hogan reported Dominion will do their best to repair any damaged brackets on the poles for banners and signs. There is a large number of centennial banners in storage at the library and she is unsure what should be done with the banners. Commissioner Hogan reported white lights would be purchased this week with Beautification Funds for the crepe myrtles on North Main Street. She is concerned for the depleting Beautification Funds and suggested the new Board might want to consider including that in the new budget. She added that there is electric in conduit along the south side of South Main Street. She will inquire with Lee Myrick for specific instructions on what is required to activate the outlets along the north side of South Main Street. Commissioner Hogan added how nice it would be to have lights in the trees for all holidays. Commissioner Hogan then added she will provide a list of street signs that are in dire need of repair to the new Street Commissioner.

**Yard Waste Notification** – Mr. Keith Hamm reported the NC Waste Management Environmental Quality has issued Yard Waste Permit #YWN42002 for the Town of Littleton. This is referring to the current closed landfill. This landfill will only be for yard waste and yard brush. The landfill will require regular operations and maintenance as the landfill will be inspected by the state. Teracon needs to install underlining before the town is able to use as a dumpsite for yard waste.

**Recreation – Park Report** – Commissioner Alston reported she has received three proposals for park equipment and installation of the park equipment all under \$40,000.00 all from the same company. She is waiting for two additional proposals. Commissioner Alston reported using one contractor for turnkey operations is a better option for the amount of funding available. She will be talking with fencing contractors after talking with attorney and former property owner regarding the easement. Commissioner Alston will also inquire with the Halifax County Register of Deeds office for any additional information regarding an easement. Commissioner Alston reports that a total 660 LF of fencing will be required. Installation of the park equipment will take about 10 days and will require a safety inspection prior to opening. She is hopeful to have completed by March 2018. She made the Board aware that she may need to call a Special Meeting for any approval and adoption of contracts as the contracts may be 30 days or by the end of the year time specific.

The Mayor requested permission to remove the damaged town bulletin board at the police station. He suggested turning the responsibility over to the Greater Littleton Development Partnership (GLDP). The Board was in agreement.

With no further business the meeting adjourned at 10:44 am.

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Town Clerk