

# TOWN OF LITTLETON

09.19.2017

## Board of Commissioners Work Session

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, September 19, 2017 at 9:00 am. In attendance were Commissioners Gerleen Pitchford, Heidi Hogan, Sylvia Alston, and Clara Debnam. Commissioner Don Spragins was absent. A quorum was present. Mayor Ron Girdley called the meeting to order at 9:05 am.

Commissioner Hogan presented to the Board the opportunity to purchase a used lawnmower from the Saint Joseph the Worker Catholic Church in Warrenton, NC for \$450.00. Commissioner Hogan would like the Town to be more self-reliant and not as dependent on contract labor for mowing and street care. Commissioner Alston made the motion; seconded by Commissioner Hogan to purchase the lawnmower in the amount of \$450.00. The motion voted and carried.

Commissioner Hogan presented to the Board the estimate for pothole and asphalt repairs for the street and water sewer departments. Street repairs for pot holes estimate totaled \$11,230.00 to be paid with Powell Bill Funds. Water Sewer repairs to the streets estimate totaled \$18,373.20. Commissioner Pitchford made the motion; seconded by Commissioner Debnam to accept the estimate from KPH Paving and authorize the repair work estimated at \$29,603.20 to begin. The motion voted and carried unanimously. Commissioner Hogan also reported the KPH Paving has plans to remove the dam located at 206-208 Mulberry Street (Al Cooke, residence) in the amount of \$9,950.00 at the same time.

Commissioner Hogan expressed concern for the Draft Minutes from the August 15, 2017 Work Session meeting and the voice recording of the minutes. She requested the voice recording be amended to clarify that the Street Department did not over spend the budget by \$42,000.00. Commissioner Hogan then made the motion; seconded by Commissioner Alston to approve the minutes from the August 15, 2017 work session with the above referenced request. The motion voted and carried unanimously.

Commissioner Hogan explained that the Town had received an additional invoice in the amount of \$2,162.65 from NC DOT for the sidewalk repairs on South Main Street in the area between Grandpa's Kitchen and the BB&T Bank. The Town had previously paid \$15,000.00 towards the project. Further review of the contract indicated the Town was responsible for 15% of the total project.

Commissioner Hogan requested the Board consider hiring Thomas Tillery for the street maintenance department part time at \$8.33 hour for a probationary period of 90 days. Commissioner Hogan planned to interview Mr. Tillery tomorrow and preferred to have Board approval to hire to move forward rather than wait several weeks at the next Board meeting. Commissioner Alston made the motion; seconded by Commissioner Debnam to offer Mr. Thomas Tillery the position, at \$8.33/hr, with 90 day probationary period all contingent upon a successful interview with Commissioner Hogan. The motion voted and carried unanimously.

Commissioner Hogan was excused at 9:31 am.

The Board considered the requested changes and updates as discussed at the August 15, 2017 Work Session to the Substance Abuse Policy. Commissioner Alston inquired if the clinic would randomly select employees and would there be a cost? The Clerk confirmed Halifax Works has software that will randomly select employees at no additional cost. Commissioner Pitchford made the motion; seconded by Commissioner Alston to adopt the Substance Abuse Policy effective 09.19.2017. The motion voted and carried unanimously.

In the absence of Commissioner Spragins, Clerk Wanda Clark presented to the Board the opportunity to refinance the loan on the 2016 Chevy Silverado Truck. The current rate with Ally is 4.39%, LGFCU offering a rate of 2.25%. Commissioner Debnam made the motion; seconded by Commissioner Alston to refinance the 2016 Chevy Silverado Truck with LGFCU. The motion voted and carried unanimously.

Following discussion on the Town sponsoring a "Hole" in the Lake Gaston Regional Chamber of Commerce golf tournament scheduled for October 6, 2017 in the amount of \$100.00. The Board elected to allow the Greater Littleton Development Partnership to co-sponsor a "Hole" at the golf tournament. Commissioner Alston made the motion;

seconded by Commissioner Pitchford to sponsor a “Hole” with the GLDP. The motion voted and carried unanimously. Mayor Girdley donated \$10.00 cash for the GLDP with the Town to pay the remaining \$90.00. It was suggested that next year the GLDP sponsor the “Hole” exclusively.

Following the discussion on the pending Taxi Application from Sheila McRae and Jovanni Brown the Board had Town Attorney Kris Gardner review the insurance requirements as set by the Town and the NCGS. The requirements in NC for Taxi Cab Companies with less than 50 vehicles in operation include liability coverages of \$30,000.00 / \$65,000.00 / \$25,000.00. Commissioner Pitchford made the motion; seconded by Commissioner Debnam to approve the Taxi Application contingent on proof of insurance. The motion voted and carried unanimously.

Following a brief discussion on the status of the Littleton Pocket Park project the Mayor requested a motion to allow Commissioner Alston to remain as Parks and Rec Chair at the end of her term on the Board, 12/2017. The Board gave the Clerk permission to consult with the attorney on the subject.

The Board agreed to continue the work session meetings at 9:00 am on the third Tuesday of the month.

With no further business the meeting adjourned at 9:53 am.

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Town Clerk