

TOWN OF LITTLETON
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LITTLETON, NORTH CAROLINA
27850
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January 5, 2009

AGENDA

1. Call regular meeting to order at 7:30 p.m.
2. Pledge of Allegiance.
3. Consider approval of minutes of meeting(s) held in December, 2008.
4. Approve for payment bills made in December, 2008.
5. Report by Dennis Patton (UCPCOG) on East End Waterline Grant, Proposed Supplemental Grant and Capital Improvement Plan.
6. Consider **Resolution Concerning Increasing Block Structure for Water and Sewer Rates (R-09-001)** - if Rural Center Grant is awarded converting to Increasing Block Structure Format if necessary.
7. Citizens concerns.
8. Consider request from Oak Grove Baptist Church to hold a parade January 19th at 10:00 am in honor of Dr. Martin Luther King, Jr. Day.
9. Consider vacation/sick leave policy revisions.
10. Commissioners reports on activities in December, 2008.
11. Motion to enter into executive session pursuant to NCGS 143-18.11(a)(6) to consider personnel issue.
12. Adjourn.

The Board of Commissioners of the Town of Littleton held their regular meeting Monday, January 5, 2009, at 7:30 p.m. at the Town Hall. Commissioners present were Patrick McAtee-MacRae, Betty Willis, Clara Debnam, Billy Matthews and Terry Newsom.

Mayor Hawfield opened the meeting with the Pledge of Allegiance.

Commissioner Willis made a motion, seconded by Commissioner Debnam, to approve the minutes from December with the addition of Flotilla 93 to paragraph three on page two as the recipient of a donation. The motion was voted and carried.

Commissioner Debnam made a motion, seconded by Commissioner Newsom, to pay the bills as presented by the Clerk. The motion was voted and carried.

Dennis Patton reported on the progress and situations with the CDBG East End Waterline Grant, due to the economy the construction bid was very low which left approximately \$120,000 to spend on construction. Mr. Patton listed three implications; 1) construction was already delayed as the grant representative wanted information on changes to the scope or the project. 2) an extensive change in scope would require advertising and holding a public hearing with the paperwork substantiating the hearing and the change submitted for approval. 3) in the end there may be some portion of money that has to be turned back in on the CDBG grant and because the grant is being used for leverage for the Rural Center Grant, a proportional amount could have to be turned back in on that grant.

Mr. Patton reported they were still in the process of applying for the Rural Center Grant for \$675,000 which included \$175,000 DENR loan to the Town, hopefully for 0% interest, and discussed some issues including leaving the asbestos pipes instead of replacing them, concern from DENR about the Tthm levels and connecting to another water source, hopefully Warren County. Commissioner Willis explained the problem with the Tthm's, reported that Philip West had reconnected his dairy to the Town's water system which would help move water through the lines, and there had been meetings with the Halifax County and the Roanoke Sanitary District to work on the problem.

Mr. Patton also reported the Rural Center would not pay for engineering costs for design and implementation so the Town would be faced with engineering costs similar to the previous grant. In the final budget, engineering costs would be included in the DENR loan.

Mr. Patton stated was there were no streets from the north side of Main Street (in the grant) and connecting to Warren County and other ways could make up the \$600,000, and since they were saving money on the first grant they may be able to go further on the other, such as looping the lines. The Narrative wasn't finished so either the Board would have to hold a special meeting or authorize the Mayor to sign the documents.

Commissioner Willis made a motion, seconded by Commissioner Newsom to authorize Mayor Hawfield and Commissioner Willis to review the loan application and authorize the Mayor to sign the documents. The motion was voted and carried.

Mr. Patton referred to a hand out on proposed amendments to the Capital Improvement Plan, advised a lot of grants required a Capital Improvement Plan and the Town's was adopted March 2004 so

needed to be amended. A fair amount of the work had already been done and new projects needed to be added. They would work with the engineer to see what still need to be done. Commissioner Willis made a motion, seconded by Commissioner MacRae, to authorize Mr. Patton to go with the proposed amendments to the Capital Improvement Plan. Commissioner Willis added the Town had missed out on the first big bond issue because they didn't have a CIP. The motion was voted and carried and a copy of the "Proposed Amendment to the Capital Plan" is hereby incorporated by reference and made a part of these minutes.

Mr. Patton asked the Board to consider modifying the water and sewer rate structure if the Rural Center Grant was awarded and referred to a resolution before the Board addressing the rate structure. Discussion included Commissioner Newsom expressing concern that lower usage consumers would be affected by a rate change and the response that the rate change would encourage conservation by charging higher rates for higher usage. The lower usage consumer wouldn't be affected. Commissioner Willis made a motion, seconded by Commissioner Matthews to adopt the **Resolution Concerning Increasing Block Structure for Water and Sewer Rates (R-09-001)** - if Rural Center Grant is awarded converting to Increasing Block Structure Format if necessary. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Mayor Hawfield advised he had received a request from Oak Grove Baptist Church to hold a parade in honor of Martin Luther King, Jr. on January 19, at 10 am. The Dept. of Transportation had already indicated their agreement to closing Hwy 158 for the parade. Commissioner Debnam made a motion, seconded by Commissioner Willis, to allow the request for the Martin Luther King, Jr. Day parade. The motion was voted and carried.

Following discussion, Commissioner Newsom made a motion, seconded by Commissioner Matthews to adopt the revised sick leave/vacation policy. The motion was voted and carried and a copy is hereby incorporated by reference.

Commissioner Debnam gave the December budget report; General Fund revenues YTD \$242,662.63 or 42%, expenditures \$263,328.04 or 45%, Water & Sewer Fund Revenues YTD \$174,158.46 or 47% and expenditures \$147,336.88 or 40%.

Commissioner Newsom gave the December Police Report.

Commissioner Willis reported the Town had purchased 2,353,000 gallons of water and sold 1,959,000, two bacteria tests were negative, Tthm test had been collected and Andy Welch (NC Rural Water) was assisting with checking meters for accuracy. As far as the Wastewater, there were no spills, violations or inspections. Commissioner Willis advised a Tthm test had been done on the water at the top of the water tank prior flushing hydrants to compare with a test done after flushing. The first test had come back under .08 and the results hadn't come in for the second. Commissioner Willis discussed connecting to Warren County's water system and made a motion, seconded by Commissioner MacRae to have the engineer and UCPCOG draw up a letter asking to connect to Warren County System. The motion was voted and carried.

In response to a question from Mr. Patton, Commissioner Willis explained the monthly water loss ranged from a low of 176,000, which was this month, to a more normal loss of 800,000 gallons and more.

Commissioner MacRae stated he appreciated citizens letting him know when there were problems at the with grave sites but it would be even more helpful if they told him exactly where in the cemetery.

Mayor Hawfield read a thank you letter from Assistant Clerk Leslie Carver for the donation in her husband's name.

Commissioner Newsom made a motion, seconded by Commissioner Willis to go into executive session at 8:35 p.m. Pursuant to NCGS 143-318.11(a)(6) to discuss personnel.

Regular session resumed at 8:54.

Commissioner Newsom made a motion, seconded by Commissioner Willis to hire Joseph McKenzie as a part time police officer. The motion was voted and carried.

Commissioner MacRae made a motion, seconded by Commissioner Newsom, to adjourn at 8:55. The motion was voted and carried.

Clerk

General Account and Minutes of Closed Session Pursuant to NCGS 143-318(a)(6)

Board Members interviewed an applicant for the position of part time police officer and discussed with him his experience of dealing with gangs.

Commissioner Willis made a motion, seconded by Commissioner Debnam, to return to regular session at 8:54 pm. The motion was voted and carried.

Clerk