

**TOWN OF LITTLETON**  
P. O. BOX 87  
LITTLETON, NORTH CAROLINA  
27850  
TELEPHONE (252) 586-2709

October 5, 2009

AGENDA

1. Open Public Hearing on Closeout of Littleton CDBG Infrastructure Grant # 07-C-1720 Program at 7:00 p.m.
2. Call regular meeting to order at 7:30 p.m.
3. Pledge of Allegiance.
4. Consider approval of minutes of meeting(s) held in September, 2009.
5. Approve for payment bills made in September, 2009.
6. Consider trading 1996 Crown Vic for installation of motor in Dodge truck (\$1,060.00).
7. Consider monetary assistance to Littleton Beautification to pay for putting up/taking down Christmas decorations.
8. Consider line item budget amendments.
9. Consider **Resolution Halifax County Solid Waste Management Plan Three Year Update (R-09-011).**
10. Consider inclusion in the joint grant application to the Golden Leaf Community Assistance Initiative.
11. Designate voting delegate for NCLM Annual Conference.
12. Citizens concerns.
13. Commissioners reports on activities in September, 2009.
14. Update from Mayor Hawfield on demolition of condemned properties.
15. Adjourn.

The Board of Commissioners of the Town of Littleton held a Public Hearing on Monday, October 5, 2009, at 7:00 p.m. at the Town Hall. Commissioners present were Patrick McAtee-MacRae, Betty Willis, Clara Debnam and Jimmy Kearney.

Mayor Hawfield called the meeting to order and read the following notice;

**TOWN OF LITTLETON**  
**Notice of Closeout Public Hearing**  
**Community Development Block Grant - Infrastructure**

Town of Littleton Board of Commissioners will hold a Public Hearing on Monday, October 5, 2009 at 7:00 p.m. in the Town Hall, located at 117 East south Main Street, Littleton, North Carolina.

The purpose of this hearing will be to receive input from citizens on the completed activities and accomplishments of the Town's 2007 Community Development Block Grant-Infrastructure. Under this program the North Carolina Department of Commerce, Division of Community Assistance, awarded Town of Littleton \$269,496 to finance the replacement and installation of new public water lines to benefit the residences occupied by low and moderate income persons within a defined target area generally known as the East End neighborhood and also extended to Halifax St. The Town contributed \$14,184 to the project with total construction costs being \$283,680.

Information regarding project progress, performance and expenditures will be presented at the public hearing. All interested citizens are invited to attend and are welcome to comment on said activities. A recent Annual Performance Report and Closeout Performance Report for this project is available in the Town Clerk's office in the Town Hall, located at 117 East South Main Street, Littleton, North Carolina. Prior to the public hearing, comments can be submitted in writing at the Town Hall.

Town of Littleton Board of Commissioner's Meeting Room is accessible to persons who may be disabled or handicapped. Anyone requiring special assistance should contact Ms. Sheila Taylor, MMC, Town Clerk at (252) 586-2709 at least 48 hours prior to the public hearing. Hearing impaired persons may call TDD1-800-735-2962.

Sheila Taylor, MMC, Town Clerk  
Town of Littleton Board of Commissioners

Mayor Hawfield recognized Dennis Patton, administrator for the CDBG Project. Mr. Patton advised the purpose of the project was to fix an array of problems in the area know as East End including dead end lines, lack of back flow prevention and several homes hooked on to one line. Due to the economy providing for low bids, there was an opportunity for adding additional improvements, which got approval. The total project was \$283,680, of which the CDBG portion was \$269,496 and the Town match \$14,184. The additional improvements allowed for a bypass and to extend the project into an adjoining area, down Bacon Road and partly down Halifax Street. Originally it was planned to install 5800 LF of 6" and 2" lines and we ended up installing 9955 LF. It was proposed to serve 53 LMI (low to moderate income) households and we ended up serving 57 and a total of 92 LMI persons benefitted from the project. Mr. Patton stated he understood from the engineer that 99% of the construction was complete and they were working on the punch list. Another aspect is this grant is integrally involved with and has leverage for an additional \$500,000 for a Rural Center Grant to come back and do the same type of work.

Commissioner MacRae asked if there was a map of the new system and was informed the engineer would be completing an "As Built" which would be continuously updated. Commissioner MacRae also expressed concern over Halifax Street, the storm drain was worse then before, and was told that was part of the punch list and the engineer and contractor had the punch list. Commissioner MacRae asked if the punch list included reseeding grass and rocks left over and pieces of asphalt and asked that they be taken care of. Commissioner Willis stated she had talked with the contractor that day and they would probably be there in the morning to make those corrections. She also wanted to make it clear this was all on the State right of way and it has already passed inspection outside the city limits and the one inside would be corrected and as well as the one beside it. Thomas Walker asked why there were holes and was told the ground settles and the holes would be refilled. Vicky Llewellyn Ward said they were never notified when the water was cut off during this process. Also they had left rocks spread out on the side of the road. Mayor Hawfield hoped that would be fixed the next day. Harold Anders said they had left one side of the concrete form for the driveway up and Commissioner Willis stated she was sure they would get that up. Heidi Hogan asked about the new water line (Rural Center Grant) and was told not all lines in Town would be replaced. Thomas Walker said his water filter had been damaged when they'd drained the water and then cut it back on and Commissioner Willis said she would check on replacing the filter. Commissioner MacRae asked when they were actually planning on ending this contract and was told this was the close out public hearing and it would close out after everything was done. He then expressed concern that the documents, as per the notice, were not available when we posted our notice and he firmly believed the project could not be closed out because due diligence was not done. Mayor Hawfield stated that when he contacted Mr. Patton he had sent the papers immediately, and Mr. Patton stated he had been waiting for another requisition. Commissioner MacRae reiterated he didn't think the project could be closed out. Commissioner Willis asked the Clerk how many persons had asked for copies of the document, the Clerk replied, that as far as she knew, two people. Commissioner Willis asked if those two people were in the room now, to which the Clerk replied yes.

Mayor Hawfield asked if there were any other comments. There being none, Mayor Hawfield adjourned the public hearing at 8:25 p.m.

---

Clerk

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

Mayor Hawfield opened the meeting with the Pledge of Allegiance.

Commissioner Debnam made a motion, seconded by Commissioner Willis, to approve the minutes of the meeting held Tuesday, September 1, 2009, as presented by the Clerk. The motion was voted and carried.

Mayor Hawfield pointed out the Mack Gay Associates' bill was for engineering services in the amount of \$28,300 not covered by the grants and there was \$5,182.95 matching funds for East End included on the other page (AP's paid in September) were high amounts. Commissioner MacRae asked why we were getting them all at one time instead of little by little and Mayor Hawfield replied they just were and they hadn't been paid and the bill just came. Commissioner MacRae asked if this was for the grant they were closing out and Commissioner Willis replied the \$5000 was for the close out but the other was for the Rural Center Grant as they didn't pay design/planning fees. Commissioner Kearney made a motion, seconded by Commissioner Willis, to pay the bills as presented. The motion was voted and carried.

Mayor Hawfield explained they had to replace the old police car because of the traffic control trailer and had gotten the 1996 dodge truck repaired at a cost of \$1,060.00. They could trade the old police car for the repair work so the bill would not be paid. Commissioner Willis made a motion, seconded by Commissioner Debnam, to trade the 1996 Crown Vic for installation of a motor in Dodge truck (\$1,060.00). The motion was voted and carried.

Agenda item #7 was deleted.

Mayor Hawfield advised the budget amendments include the additional engineering services and additional repairs to the aerator at the WWTP. Commissioner Debnam made a motion, seconded by Commissioner Willis, to adopt the line item budget amendments. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Willis made a motion, seconded by Commissioner Debnam, to adopt the **Resolution Halifax County Solid Waste Management Plan Three Year Update (R-09-011)**. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Mayor Hawfield explained the Golden Leaf Grant would give the Town a total of \$31,366 to be used for downtown improvements. The Board would have to set a limit for each business owner's match from the funds. Commissioner Willis made a motion, seconded by Commissioner Kearney, to accept the offer for inclusion in the joint grant application to the Golden Leaf Community Assistance Initiative. The motion was voted and carried.

Following Mayor Hawfield stating a representative needed to be appointed as authorized voting delegate for the upcoming NCLM Conference, Commissioner Debnam nominated Commissioner Willis, and Commissioner MacRae nominated Commissioner Debnam. The nominations were closed. Commissioners Debnam and Kearney voted for Commissioner Willis and Commissioner MacRae voted for Commissioner Debnam. Commissioner Willis was appointed the voting delegate.

In response to a question from Jim Hogan, Mayor Hawfield clarified that the merchants would have to match the grant funds for their storefront improvements with the Gold Leaf grant.

Heidi Hogan expressed the thanks for what was being done to make things look better including pulling the old water tower down. Mayor Hawfield explained there had been no cost for that and the Buffalo and Limer lots on Mosby had been cut and Freddy had agreed to do that at no cost. The County had condemned four properties and one had been taken down and the other three owners had been given 60 days notice.

Alton "Buzzy" Parker stated he had seen the notice in the paper the (utility) work would be starting and Commissioner Willis advised they would be working on the south side of Town and discussion followed on notifying people when their water would be off due to the work.

Commissioner Kearney stated he had no Street Report and gave the Police Report in the absence of Commissioner Newsom.

Commissioner Debnam gave the Budget Report for September; General Fund revenues YTD \$102,879.71 or 17%, expenditures \$120,347.80 or 20% and Water & Sewer Fund Revenues YTD \$83,848.58 or 25% and expenditures \$64,053.50 or 19%. Mayor Hawfield commented the budget was running good.

Commissioner Willis reported the Town purchased 3,157,000 gallons of water and sold 2,059,000. Hydrants were flushed for the Tthm and HAA testing, two bacterial tests were negative. The plant was back in compliance and the repairs should be finished in a couple days, there were no spills, and the plant had been inspected.

Commissioner MacRae had nothing to report.

Commissioner Kearney made a motion, seconded by Commissioner Willis, to adjourn the meeting at 8:00 p.m. The motion was voted and carried.

---

Clerk