

The Board of Commissioners held a work session Monday, August 15, 2011, at the Littleton Sales Office. Commissioners present were Jimmy Kearney, Heidi Hogan and Terry Newsom.

Mayor Willis called the meeting to order at 9:07 am.

Mayor Willis advised that Commissioner Hogan had gotten prices for repairs to the new Library building roof and she hadn't gotten up with Mr. Gardiner (Royal Hart Lodge) about the Mason's part of the building. She had a copy of the lease, recorded in Halifax, and it stated the owner was obligated to keep the walls and roof in proper and substantial repair. Discussion followed including the Town did not have the money for repairs until next year, the drain and not the roof was the real problem, repairs were estimated between \$600.00 and \$1,000.00, asking the Mason's to make the repairs and contacting Town Attorney Gilbert Chichester about the lease. Commissioner Hogan stated she had contacted Philip Alston about the Library roof and the Board discussed replacing with a tin roof, Wood Briggs was the best price and she was waiting for the name of another contractor from Philip Alston, and Mayor Willis suggested contacting Bob Burke for a price.

Mayor Willis reported the bags of leaves and yard debris had been removed from the dump at no charge.

Mayor Willis reported the progress on the Town Hall; they were waiting for the lawyer and everything was approved. Before construction could start there had to be a pre-construction meeting and she would notify the Board of the meeting.

The Board discussed mowing and removing the bushes along the railroad track, Commissioner Kearney advised Pete Decilles had said he would cut that area for the same contract price once the brush had been cut down.

The Board discussed the line down at Tamika's beauty shop and Mayor Willis stated she would look into whose line it was.

Commissioner Kearney advised Freddie (Annie's Construction) needed to remove about 50 or 60 plastic bags of leaves from along old railroad track.

Mayor Willis stated the draft letter Commissioner Hogan had written encouraging the Kipp School to relocate to the empty McIver School building was good to go and discussion followed including Commissioner Hogan reporting she had contacted the McIver alumni about supporting the project and getting others to support the move.

Mayor Willis reported she had spoken with Mr. Stanley, Town Auditor, and he had said they didn't need to micro-manage as long as the Town had a finance officer and a finance board member checking. Discussion followed on the Internal Control Policy proposed by Commissioner Hogan, including having Mr. Stanley attend a board meeting, what amount to use for requiring the approval of another commissioner, the policy would only

apply to contractor services not materials and supplies already budgeted, and paying for work never done.

Mayor Willis talked with Keith Hamm about using convicts to work on cleaning up the streets.

Mayor Willis advised she had been questioned about adjourning meetings and stated the chair could adjourn a meeting although she usually asked for a motion. As mayor she opened the meetings and could close them and Commissioner Kearney asked to make sure there was no more business before adjourning.

Mayor Willis stated she would not go into Commissioner Debnam stuff as she wasn't present.

Mayor Willis reported she had a letter threatening to boycott the festival and that the problem was resolved. Discussion followed on political and church organizations participating in the festival.

Commissioner Kearney made a motion seconded by Commissioner Hogan, to approve the **“System of Internal Control for Payment of Services and Contractual Obligations”** policy, requiring the approval of two commissioners and notice to the mayor prior to work commencing for jobs over \$250.00. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Hogan reported Kelly King of Branch Bank and Trust donated \$2,000 personally and committed BB&T to a corporate contribution and would challenge First Citizens to match their donation for the new library. Commissioner Hogan also advised White Motors had been contacted for a library fundraising test drive event. The Library Renovation Fund had enough funds for the roof repairs.

Mayor Willis adjourned the meeting at 10:10 am.

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Clerk