

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

April 2, 2012

AGENDA

1. Call regular meeting to order at 6:30 p.m.
2. Pledge of Allegiance.
3. Invocation.
4. Consider approval of minutes of meeting(s) held March, 2012.
5. Approve for payment bills made in March, 2012.
6. Mark Russell to address Board.
7. Consider Audit proposal from Flowers & Stanley.
 - a. Bookkeeping Assistance 2011-12 \$110.00/ Hr 2012-13 \$125.00
 - b. Audit \$5,500, Prep of Financial Statements \$1,400 and Prep of AFIR \$250 - same as last year.
8. Consider the following budget amendments;
 - a. Street Department
 - i. Increase 10-336-00 FEMA \$1,400 (Revenue)
 - ii. Increase 10-560-146 FEMA \$1,400 (Expend.)
 - b. Library Department;
 - i. Decrease 10-336-03 Library Reno Donations \$5,675 (Revenue)
 - ii. Increase 10-336-02 Reserve for Beautification \$5,675 (Revenue)
 - iii. Increase 10-336-03 Library Reno Donations \$48,745 (Revenue)
 - iv. Increase 10-630-74 Library Const. (Reserve) \$48,745 (Expend.)
 - c. Water Department
 - i. Increase 30-810-51 Grant Application/Fees \$3,226 (Expend)
 - ii. Decrease 30-810-76 WS Portion Town Hall \$3,226 (Expend)
 - d. Sewer Department;
 - i. Increase 30-811-75 Capital Outlay \$40,000 (Expend.)
 - ii. Decrease 30-811-76 WS Portion Town Hall \$40,000 (Expend.)
9. Consider approval of Mastercard credit card (credit limit \$2,000.00 for Town Hall purchases)
10. Citizens concerns.
11. Commissioners reports on activities in March, 2012.
 - a. Police – Sale of 2002 Impala for \$450
12. Mayor’s remarks.
 - a. Warren County alternate member for Board of Adjustment needed.
 - b. Nims Requirements
13. Motion to enter into closed session pursuant to NCGS 143-318.11(a) (3) to consult with attorney and (6) to discuss personnel issues.
14. Adjourn. Next regular meeting scheduled Monday, May 7, 2012 at 6:30.*

The Board of Commissioners held their regular meeting Monday, April 2, 2012, at 6:30 pm, at the Town Hall. Present were Commissioners Diana Bobbitt, Clara Debnam, Heidi Hogan and Jimmy Kearney and Town Attorney Gilbert Chichester.

Mayor Willis opened the meeting with the Pledge of Allegiance followed by an Invocation.

Commissioner Debnam made a motion seconded by Commissioner Kearney to approve the minutes from March as presented. The motion was voted and carried.

Commissioner Bobbitt made a motion seconded by Commissioner Hogan, to pay the bills as presented. The motion was voted and carried.

Town Engineer Mark Russell, from Mack Gay Associates, addressed the Board about the sanitary sewer cleanout inspection and replacement with proper cleanouts. He explained they hadn't found as many as they wanted, and for the next three weeks they would probably have someone looking daily for the cleanouts and hopefully at the next board meeting he would be able to tell how many had been found and what they looked like. He asked the Town to work with them; they would find them and replace them with the proper cleanouts. In response to questions, Mr. Russell stated at the next meeting he would give a time line and report what had been found, so far they had found 100 of 300. Discussion included digging if necessary to find the cleanouts, services installed on Harvey Street that weren't listed. In response to a question about who would do the work, Mr. Russell advised he, Philip Joyner or Scott Bumgarner would probably do the inspections of the work but he wasn't sure who would do the actual work.

Commissioner Kearney made a motion seconded by Commissioner Hogan, to accept the FY 2011-12 audit proposal from Flower & Stanley, LLC. The motion was voted and carried.

Commissioner Bobbitt made a motion seconded by Commissioner Hogan, to approve application for a MasterCard with a limit of \$2,000.00 for Town Hall purchases. The motion was voted and carried.

Mayor Willis read the police report for March.

Commissioner Bobbitt reported she'd had a request to mow the cemetery early and Mr. Decilles had been accommodating and changed the schedule.

Commissioner Kearney reported part of Church Street had been overlooked when doing street repairs; he had gotten up with Jay Myrick about doing the repairs.

Commissioner Debnam reported the Town had purchased 2,648,000 gallons and sold 1,930,000, 127,000 gallons of water had been used at the WWTP and 300,000 in flushing hydrants, 275,000 was unaccounted for. Two bacterial tests were negative, and there had been no spills, inspections or violations in the wastewater system. She stated she hoped part of the unaccounted for water was found at the leak on Mosby.

Mayor Willis advised Nelda Bobbitt had complained of a drainage problem but in discussion Mayor Willis stated the problem stemmed from leaves piled up holding back the water and it was Ms. Bobbitt's responsibility as it was on her property.

Commissioner Hogan gave the budget report for March; General Fund revenues YTD \$480,045.59 or 81%, expenditures \$331,332.93 or 56% and Water/Sewer Fund revenues YTD \$275,020.39 or 61% and expenditures \$210,215.39 or 46%. Mayor Willis stated she was pleased with the budget all things considered and briefly discussed a possible increase in 911 fees to Halifax County for next year.

Mayor Willis reported the Police Department's 2002 Impala had been sold for \$450.00. Mayor Willis stated she would asked the Board to consider a replacement for the Warren County Alternate Member for

the Board of Adjustment at the work session. Mayor Willis also advised certain employees and the Board Members were required to take Nims classes for emergency management and brief discussion followed during which Mayor Willis stated she would provide a copy of the requirements.

Commissioner Hogan stated the library roof decision needed to be finalized in the work session and Mayor Willis asked the Board to review a letter from the Local Government Commission before the work session.

Commissioner Bobbitt made a motion seconded by Commissioner Kearney to enter into closed session pursuant to NCGS 143-318.11(a) (3) to consult with attorney and (6) to discuss personnel issues. The motion was voted and carried at 7:03 pm.

Commissioner Bobbitt made a motion seconded by Commissioner Debnam to reconvene the regular session at 7:32 pm.

Commissioner Bobbitt made a motion seconded by Commissioner Debnam, to hire Kim Gregory and Ronald Perry, Jr. at the normal part time salary (\$12.00/Hr) with the understanding they pay for their own training. The motion was voted and carried.

Commissioner Kearney made a motion seconded by Commissioner Hogan, to adjourn the meeting at 7:34 pm. The motion was voted and carried.

Clerk

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

The Board interviewed an applicant for part time police officer. Following the interview, Commissioners discussed the applicant's background and qualifications. The Board also discussed a second part time applicant and called Chief Suggs into the session for questions. Chief Suggs also explained the applicants would pay for required testing out of their own pocket.

Commissioner Bobbitt made a motion seconded by Commissioner Kearney, to adjourn the closed session at 7:31 pm. The motion was voted and carried.

Clerk