

TOWN OF LITTLETON
LITTLETON, NORTH CAROLINA

May 7, 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 April, 2012.
5. Approve for payment bills made in April, 2012.
6. Citizens Comments/Concerns;
 - a. Charles Harvey – concerning Jack Underwood
 - b. Agnes Atkins – concerning Cemetery
7. Consider proposals for repairs to roof on new library building.
8. Consider purchase of used Jet Vac (rescinding approval of new machine).
9. Consider recommendation to Halifax Co. for Alternate Member to BOA
10. Consider the following budget amendments;
 - a. Water Department:
 - i. Increase 30-810-14 Travel & Training \$56.00
 - ii. Increase 30-810-17 Maint. Repair Vehicles \$600.00
 - iii. Increase 30-810-46 Contract Services \$5,000.00
 - iv. Increase 30-810-54 Insurance & Bonds \$505.00
 - v. Decrease 30-810-03 Salaries Part Time \$3,161.00
 - vi. Decrease 30-810-76 WS Portion Town Hall \$3,000.00
 - b. Sewer Department:
 - i. Increase 30-811-14 Travel & Training \$24.00
 - ii. Increase 30-811-17 Maint. Repair Vehicles \$600.00
 - iii. Increase 30-811-46 Contract Services \$7,000.00
 - iv. Increase 30-811-54 Insurance & bonds \$31.00
 - v. Decrease 30-811-76 WS Portion Town Hall \$7,655.00
11. Commissioners reports on activities in April, 2012.
12. Mark Russell, Mack Gay Associates, Report
13. Mayor's remarks.
 - a. Schedule work session
 - b. E. North Main Street entrance for voting.
14. Motion to enter into closed session pursuant to NCGS 143-318.11(a) (3) to consult with attorney and (6) to discuss personnel issues. (If Needed)
15. Adjourn. Next regular meeting scheduled Monday, June 4, 2012 at 6:30.*

The Board of Commissioners held their regular meeting Monday, May 7, 2012, at 6:30 pm at the Town Hall. Present were Commissioners Terry Newsom, Jimmy Kearney, Clara Debnam, Heidi Hogan and Diana Bobbitt and Town Attorney Gilbert Chichester.

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

Commissioner Hogan made a motion seconded by Commissioner Debnam, to approve the minutes as presented.

Commissioner Kearney questioned a bill repairing a fire hydrant on Cheater Street and Mr. Hamm confirmed it was a recently installed hydrant and the gasket had been left full of rock (when installed) which had ruined the seal. Commissioner Bobbitt made a motion seconded by Commissioner Newsom to pay the bills as presented. The motion was voted and carried.

Charles Harvey expressed his admiration for Jack Underwood (recently deceased) and asked the board to consider a memorial. Mr. Harvey also stated the ramp into Town Hall was not handicapped compliant and the sign not high enough. Mayor Willis advised the Board would take his comments under advisement.

Agnes Atkins expressed concern with the cemetery mowing schedule and discussion included revisiting the contract, making sure the cemetery was mowed for all holidays, having volunteers help out by picking up debris and the idea on the current contract was to save money. During the discussion, Commissioner Bobbitt read a thank you from John Hazelton. Mayor Willis the Board would address the problem.

Commissioner Hogan advised she had another detailed proposal for the new Library roof repairs, but wanted to find out if it would be better for the grant application to have the money on hand or repair the roof. She suggested waiting until the work session to make a decision.

Mayor Willis asked the Board to consider the purchase of a used jet vac rather than purchasing the new one already approved by the Board. Discussion included the life of a machine, the used machine was 13 years old and estimated life of a machine was 19, leasing a machine as opposed to purchasing and financing \$35,000 of the new machine for 5 years with about \$5,000 down. Commissioner Debnam made a motion seconded by Commissioner Hogan to purchase the new machine and consider a financing resolution at the next work session or regular session. The motion was voted and carried.

Mayor Willis asked the Board to think of some names to suggest for Halifax County Alternate representative on the Board of Adjustment at the next work session.

Commissioner Newsom made a motion seconded by Commissioner Debnam, to approve the following budget amendments as presented;

- a. Water Department:
 - i. Increase 30-810-14 Travel & Training \$56.00
 - ii. Increase 30-810-17 Maint. Repair Vehicles \$600.00
 - iii. Increase 30-810-46 Contract Services \$5,000.00
 - iv. Increase 30-810-54 Insurance & Bonds \$505.00
 - v. Decrease 30-810-03 Salaries Part Time \$3,161.00
 - vi. Decrease 30-810-76 WS Portion Town Hall \$3,000.00

b. Sewer Department:

- i. Increase 30-811-14 Travel & Training \$24.00
- ii. Increase 30-811-17 Maint. Repair Vehicles \$600.00
- iii. Increase 30-811-46 Contract Services \$7,000.00
- iv. Increase 30-811-54 Insurance & bonds \$31.00
- v. Decrease 30-811-76 WS Portion Town Hall \$7,655.00

The motion was voted and carried.

Commissioner Kearney reported he had talked with Jay Myrick about patching pot holes and he expected to start by May 21 and end by June 1. In response to a question from Commissioner Bobbitt, Commissioner Kearney advised the road to the cemetery would be patched right now and consider for paving later.

Commissioner Debnam reported there were no violations, spills or inspections of the Waste Water System, the Town had purchased 2,691,000 gallons of water and sold 2,037,000, two bacterial tests were negative and there had been quite a few leaks.

Commissioner Newsom gave the police report for April and discussion followed on how many full time and part time officers and problems with speeding and big trucks on Spring Street and Commissioner Newsom stated he would discuss the problem with Mr. Mann after the meeting. Mr. Chichester advised the time for citizen input was during the citizen comment period and the public was not entitled to participate in debate. Following more discussion, Mr. Chichester stated the rules are if you sign up you get to speak at the appointed time on the agenda, but after that this is the Boards time to conduct business and it's not open for debate for the public. Mayor Willis advised the Board would consider blocking Spring Street to through traffic at the work session.

Commissioner Hogan gave the budget report for April, General Fund revenues YTD \$423,696 or 69%, expenditures \$427,373 or 70%, Water/Sewer Fund revenues YTD \$323,852 or 83% and expenditures 295,095 or 76%. Commissioner Hogan also asked board members to contact her if they had any questions about the grant (for the Library) and stated progress was being made.

Commissioner Bobbitt advised the cemetery had already been discussed but mentioned that at the emergency management training, they had learned about Viper radio and the Town was on the list to receive one.

Mark Russell addressed the Board about the wyes and tees and stated it was still a work in progress, 174 had been inspected and 125 not yet inspected, referenced a report of the inspections, and stated of the ones found slightly more then 50% were tees. They wanted to continue the inspections and Mr. Russell stated Mack Gay as a company had not done the job they should from and inspection standpoint and they took full responsibility for that and the contractor Reynolds Incorporated and the subcontractor Annie's Construction also bear some responsibility. They would now like to continue inspections repairs and to begin repairs. He, Scott Baumgartner and Philip Joyner would do the inspections and because the contractor was a big part of this they (Mack Gay) respectfully requested they (contractors) be held accountable in trying to repair this. He would like Board approval to formally write a letter to Reynolds Inliner, which is now Lane, and Annie's Construction to help repair where they were found not put in to specifications. Lengthy discussion ensued including time lines, reporting back to the Board and responsibility for reimbursements. In response to comments, Mr. Russell asked the Board to try his plan for a couple months and, if it wasn't working to make other arrangements. In response to a request from Mr. Russell,

Commissioner Bobbitt made a motion seconded by Commissioner Newsom, for Mr. Russell to write a ghost letter from the Town on Town Letter head to Reynolds Inliner, now

Lane, general contractor for the project, to finally put them on notice. The motion was voted and carried.

The Board discussed holding a work session and Mayor Willis stated she would have the Clerk contact the Board Members to set a date for the 14th or the 17th.

Mayor Willis advised voters should use the North Main Street entrance for voting.

Commissioner Newsom made a motion seconded by Commissioner Bobbitt to adjourn at 7:41 pm. The motion was voted and carried.

Clerk