

TOWN OF LITTLETON
LITTLETON, NORTH CAROLINA

May 15, 2012

AGENDA

1. Call work session to order at 1:00 p.m.
2. Discuss 2012-13 FY Budget;
 - a. LGC letter concerning Water and Sewer Fund.
 - i. Steps to provide “sufficient resources to meet or exceed expenditures plus debt service”.
 - b. Additional Contractors for repair services
 - c. Eliminate “GAP Insurance”, saving \$1,800.00 per year.
 - d. Salary increases in 2012-13 proposed budget.
 - e. Schedule Public Hearing for 2012-13 FY Budget.
3. Mark Russell, Mack Gay Associates, to address the Board.
4. Consider proposals for Jet Vac.
5. Consider recommendation to Halifax Co. for Alternate Member to BOA.
6. Mayor Willis to report on DOT response to Spring Street request and consider request for Jack Underwood Memorial.
7. Commissioner Hogan - Library update
8. Report on balance of USDA funds available for Town Hall.
9. Adjourn.

Mayor Willis called the work session to order at 1:00 pm, Tuesday, May 15th, 2012, at the Town Hall. Commissioners present were Diana Bobbitt, Heidi Hogan, Jimmy Kearney, Terry Newsom and Clara Debnam.

Mayor Willis stated they would get to the budget later, and needed to set a date for the Public Hearing. After Discussion, the public hearing was scheduled for Tuesday, May 19th, 2012, at 1:00 pm.

Mayor Willis reported she had contacted DOT, and they'd be meeting to consider restricting truck traffic on Spring Street.

Mayor Willis also advised Mrs. Jack Underwood and the children did not want the Board to consider naming a street or park after her late husband and Mrs. Underwood concurred with her statement. Mayor Willis stated she would write a letter to Mr. Harvey explaining the family's wishes.

Mayor Willis stated they would hold off on number 5, a Halifax County alternate for the Board of Adjustment.

Mayor Willis advised a letter had been received from the Local Government Commissioner (LGC) and they needed to consider raising rates for water and sewer, the Water and Sewer System was an enterprise and had to be self-sustaining and make a profit. Sewer rates should be higher than water rates and she would bring the matter back up and asked the Board Members to review the letter.

Mayor Willis recognized Mark Russell, Town Engineer. Mr. Russell stated he would like to update the Board on what's going on and suggested looking into refinancing the sewer bond to save money. Mr. Russell showed a video of a sewer jetter negotiating sanitary tees and suggested purchasing a jet that would work on 4" to 10" lines that could potentially be used for solving the wyes and tees problem so construction would not go on for another year. Discussion followed including a demonstration of the jetter, purchase of the jet vac had already been approved twice, the purpose for purchasing a jet vac was not to solve something that was done incorrectly but to clean the Town's sewer lines and the difference in cost - \$24,000 as opposed to \$35,000. In response to comments that the purchase of a jetter was a separate issue from the wyes and tees problem and Keith (Hamm) should not be going around correcting the work done by his contractor, Mr. Russell stated they would locate every cleanout, repair and glue every one, put the proper top on every one, they were now marking them and they would be raised to ground level and all the issues would be taken care of. Mr. Russell also stated he proposed that Annie's Construction make the corrections and that he had agreed to do so at no charge and Mack Gay would do the inspecting, Keith would be able to find every cleanout and all the tops would be the same. There would be a sheet showing the location of each cleanout. Mr. Russell stated in response to questions that if the Town purchased the jetter that would work, the tees would not have to be replaced. Mayor Willis said the budget was way out, one person had gone crazy spending money and Commissioner Debnam disagreed saying the costs were for making corrections. Mayor Willis stated why buy a jet vac that only does an 8" line when one could be purchased that does multiple sizes. Commissioner stated there were three different issues, the jetter, Mark Russells contract and the repair contract and they needed to take one at a time. Commissioner Debnam stated she had three quotes and Mayor Willis stated she required them before a meeting - that was the rule. Commissioner Bobbitt stated that while she considered getting the jetter a reasonable thing to do, they still wanted the right ones (cleanouts) put in. Mr. Russell stated if Annie's Construction could not perform and the Town came back to him to hire a contractor, it would probably bankrupt him. Commissioner Kearney stated his recollection was

that Mr. Russell was supposed to report back to the Board if he (Annie's Construction) was working out or not, to which Mr. Russell replied he was trying to think out of the box and if he didn't perform this would be an option. In response to questions from Commissioner Hogan, Mr. Russell stated he was willing to provide adequate supervision for Annie's Construction and he would highly recommend the Town not purchase a jetter that would not do all lines. Mayor Willis asked for a demo of the jetter. In response to a question from Commissioner Bobbitt, Mr. Russell explained the difference between a wye and a tee and in response to a question from Commissioner Debnam, Mr. Russell stated that sanitary tees were the tees used (in place of the wyes) for cleanouts. Mr. Russell stated the next several months someone would be at the regular meeting and he would set up a demonstration. Commissioner Newsom asked what the other bids were and after looking at them stated that machine looked good as it was \$11,000 cheaper and the other one was from out of state. Mayor Willis stated they needed to see it in action. Commissioner Debnam stated they needed to go by Keith's (WWTP Superintendent) decision as he's the one that's going to use it. Mayor Willis stated they still needed to have a demonstration.

Following discussion Commissioner Bobbitt made a motion seconded by Commissioner Hogan, to cancel the GAP Insurance, saving \$1,800.00 per year. The motion was voted and carried.

Mayor Willis stated agenda item d. would be addressed at the next work session.

Commissioner Hogan reported they were working very hard on the Library Grant and it was looking good. They would all be meeting at the end of the month. There were two things; a brownfield assessment was needed as an environmental inspection was required for a governmental project and would cost about \$1,500.00. A phase I inspection would be done using Library funds. Some kind of construction plan or commitment to do so was also needed for the grant application and Jim Miller, who came recommended, has submitted a letter that he could be hired to do the construction plans for \$90.00 per hour. They could then say they had a construction engineer on the grant application. They could possibly have him start on the electrical plans, and when the bidding went out he would be in the pool. In response to a question from Mayor Willis, Commissioner Hogan stated she estimated it would cost between \$5,000 and \$6,000.00. They were actively working with the Haliwa to get the necessary LMI. Commissioner Hogan asked if a vote was needed and Mayor Willis asked for the letter first and stated they would take care of it at the next meeting. In response to questions, Commissioner Hogan advised the window for the grant was mid-June to mid-August for applications and it was 80% completed and it was expected to be awarded in November.

Commissioner Bobbitt made a motion seconded by Commissioner Hogan, to approve the Brownfield Assessment. The motion was voted and carried.

Commissioner Bobbitt made a motion seconded by Commissioner Newsom, to allow Jim Miller to work on the construction plans. The motion was voted and carried.

Commissioner Willis advised she had a letter from Carroll Mann stating he would extend the lease on the existing Library facility at \$650.00 per month if the new Library was not completed. Mayor Willis stated it would be discussed later and to give the letter to the Clerk.

Mayor Willis stated the Town needed to stress the need for not putting grease down drains and that grease traps could be required in residences if they don't refrain.

Mayor Willis asked the Clerk to report at the next meeting on the USDA balance.

The Board tentatively agreed to meet on the 29th for a work session.

Commissioner Kearney reported work on the pot holes would be starting the next week, costing \$10,000.00, and also good news, there was enough in Powell Bill to start paving one street a year and still have enough for repairs. Mr. Decilles hadn't been able to come as scheduled due to the weather, he wouldn't be able to get back to the dump and Commissioner Kearney accepted responsibility for telling him to wait.

The meeting was adjourned at 2:14 pm.

Clerk