

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

September 5, 2012

AGENDA

1. Call regular meeting to order at 6:30 p.m.
2. Pledge of Allegiance.
3. Invocation.
4. Consider accepting Nada Diana Bobbitt's letter of resignation as Town Commissioner.
5. Oath of Office – Nada Diana Bobbitt appointed Mayor by Board of Commissioners.
6. Consider approval of minutes of meeting(s) held August, 2012.
7. Approve for payment bills made in August, 2012.
8. Citizens Comments/Concerns;
 - a.
9. **Resolution –Designation of Town/Applicant's Agent for Branch Bank and Trust Bank Accounts (R-12-006)**
10. **Resolution Designating Signatories for First Citizens Bank Accounts (R-12-007)**
11. **Resolution –Designation of Town/Applicant's Agent for North Carolina Capital Management Trust (R-12-008)**
12. Consider joining the UCPCOG Brownfields Coalition Partnership;
 - a. Designate staff member and alternate to serve on the Coalition Partnership Technical Committee
 - b. Designate Board Member to represent the Town on the Coalition Partnership Steering Committee and alternate
13. Commissioners reports on activities in August, 2012.
14. Mayor's remarks.
 - a. Application for filling vacant commissioner position
15. Motion to enter into closed session pursuant to NCGS 143-318.11(a) (3) to consult with attorney, and/or (6) to discuss personnel (if necessary).
16. Adjourn.

Next regular meeting scheduled Monday, October 1, 2012 at 6:30.*

Due to the Labor Day Holiday, the regular meeting of the Littleton Board of Commissioners was held Wednesday, September 5, 2012, at 6:30 pm at Littleton Town Hall. Present were Commissioners Diana Bobbitt, Clara Debnam, Heidi Hogan and Jimmy Kearney and Town Attorney Gilbert Chichester.

Mr. Chichester advised the board needed to elect a Mayor Pro Tem to open the meeting as Commissioner Newsom, the previously elected Mayor Pro Tem, was absent. Commissioner Hogan made a motion seconded by Commissioner Debnam, to appoint Commissioner Kearney as Mayor Pro Tem. The motion was voted and carried.

Mayor Pro-Tem Kearney opened the meeting with the Pledge of Allegiance followed by an Invocation.

Commissioner Hogan made a motion seconded by Commissioner Debnam to accept Commissioner Bobbitt's letter of resignation. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

The Town Clerk administered the Mayoral oaths of office to Diana Bobbitt, appointed to fill the vacant position by the Board of Commissioners at their special meeting held August 29th, 2012. A copy is hereby incorporated by reference and made a part of these minutes. Mayor Bobbitt presided over the remainder of the meeting.

Commissioner Hogan made a motion seconded by Commissioner Kearney, to approve the minutes from the meetings held in August as presented. The motion was voted and carried.

Commissioner Debnam made a motion seconded by Commissioner Hogan, to approve payment of the bills made in August as presented. The motion was voted and carried.

Following brief discussion including the clerk explaining the three resolutions would appoint Mayor Bobbitt, Commissioner Newsom, Town Clerk Sheila Taylor and Assistant Clerk Leslie Carver as signatories, Commissioner Hogan made a motion seconded by Commissioner Debnam to adopt the **Resolution –Designation of Town/Applicant's Agent for Branch Bank and Trust Bank Accounts (R-12-006)**. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Debnam made a motion seconded by Commissioner Kearney to adopt the **Resolution Designating Signatories for First Citizens Bank Accounts (R-12-007)**. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Hogan made a motion seconded by Commissioner Debnam to adopt the **Resolution –Designation of Town/Applicant's Agent for North Carolina Capital Management Trust (R-12-008)**. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Mayor Bobbitt advised that the Brownfield assessment had been discussed previously and would be needed for the new library building and Commissioner Hogan explained the Town would save money on the Phase I Assessment by joining the UCP Brownfields Coalition. Following further discussion Commissioner Kearney made a motion seconded by Commissioner Debnam, to appoint Keith Hamm as the staff member to serve on the Coalition Partnership Technical Committee and Nat Kimble as the alternate. The motion was voted and carried.

Commissioner Debnam made a motion seconded by Commissioner Hogan to appoint Commissioner Hogan as Board Member to represent the Town on the Coalition Partnership Steering Committee and Commissioner Kearney as alternate. The motion was voted and carried.

Commissioner Kearney reiterated his report on ADA entrance compliance on the new Town Hall for those who weren't present at the special meeting; the front entrance would be the designated public entrance and the back entrance would have signage of Public Entrance on North Main. The handicapped parking space at the front entrance had been approved and would be painted blue. Lee Myrick would notify by email if there were any other correction to make. Commissioner Kearney also reported the storm drains would be kept clear on Mosby Avenue.

Commissioner Hogan gave the budget report; General Fund revenues YTD \$25,213 and expenditures \$58,006, Water/Sewer Fund revenues YTD \$65,298 and expenditures 48,153. She also reported the lot at Jack Lafoon's had been cleared at Jack's expense and Dan Long had donated time on the cleanup.

Commissioner Debnam gave the potable water report; the town purchased 2,923,000 gallons of water and sold 2,228,000, two bacterial tests were negative. There had been no spills, inspections or violations in the wastewater system. Mayor Bobbitt advised Keith Hamm had responded to complaints about the storm drain on North Main and Commissioner Debnam added a pipe had been put in backwards and would be fixed.

Mayor Bobbitt advised there had been complaints about the cemetery not getting mowed before the holiday and explained the contractor had been tied up with mowing for the Festival, hopefully the problem would be worked out in the future. Mr. DeCilles had been doing an excellent job and she would be meeting with him this week. Mayor Bobbitt also suggested a citizen committee to help out with some maintenance at the cemetery since the town no longer had the funding.

Mayor Bobbitt explained there was an application form for those interested in the vacant commissioner position, it could be found on the Town website or picked up at Town Hall. The completed form needed to be turned in to Town Hall by the 5:00 pm on September 19th. The Board wanted to fill the position as soon as possible.

There being no further business, Commissioner Kearney made a motion seconded by Commissioner Debnam, to adjourn the meeting at 7:00 pm. The motion was voted and carried.

Clerk