

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

October 1, 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 September, 2012.
5. Approve for payment bills made in September, 2012.
6. Joe Dooley - UCPCOG and Mark Russell – Mack Gay Associates, concerning Rural Center North Side Grant (2009-364).
7. Citizens Comments/Concerns;
 - a. None
8. Consider Budget Amendments
 - a. Police
 - i. Increase 10-510-03 Salaries Part-time \$5,000
 - ii. Decrease 10-510-02 Salaries \$5,000
9. **Resolution – Authorizing Brokerage Account, Designation of Town Agent and Disposition of Proceeds (R-12-009).**
10. **BB&T Investments - Corporate & Non-Corporate Resolution (R-12-010)**
11. Consider accepting bid for paving Moore Street.
12. Commissioners reports on activities in September, 2012.
13. Consider Commissioner assignment/re-assignments.
14. Consider appointment of Commissioner to fill vacancy.
15. Oath of Office – Commissioner appointed by Board of Commissioners.
16. Mayor's remarks.
 - a. Set date for Work Session.
 - b. Report on Town Hall issues.
17. 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).
18. Adjourn.

Next regular meeting scheduled Monday, November 5, 2012 at 6:30.*

The Board of Commissioners held their regular meeting Monday, October 1, 2012, at 6:30 pm at the Town Hall. Present were commissioners Clara Debnam, Terry Newsom, Heidi Hogan, and Jimmy Kearney and Town Attorney Gilbert Chichester.

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

Commissioner Hogan made a motion seconded by Commissioner Kearney, to approve the minutes of the meeting in September as presented. The motion was voted and carried.

Commissioner Debnam made a motion seconded by Commissioner Kearney, to approve payment of the bills made in September. The motion was voted and carried.

Joe Dooley with Upper Coastal Plain Council of Government advised he and Mark Russell, Town Engineer, had met with Commissioner Debnam, Superintendent Keith Hamm and Mayor Bobbitt to come up with some needs of the Town for the remaining funds from the Rural Center North Side Grant. They had identified some fire hydrants and meters, etc., and would go back to the Rural Center next week. Mr. Russell added the North Side project was mainly to install touch read meters and to abandon smaller 2" lines. Twenty-eight meters had been installed and the lines still needed to be properly abandoned and they were \$200,000 under budget. They had found thirteen valves at intersections to replace and upgrading the billing software was part of the grant.

Commissioner Newsom made a motion seconded by Commissioner Kearney, to approve the following budget amendment for the Police Department;

Increase 10-510-03 Salaries Part-time \$5,000

Decrease 10-510-02 Salaries \$5,000

The motion was voted and carried.

Following Mayor Bobbitt reading the resolution, Commissioner Newsom made a motion seconded by Commissioner Debnam, to adopt the **Resolution – Authorizing Brokerage Account, Designation of Town Agent and Disposition of Proceeds (R-12-009)** authorizing Commissioner Hogan to open a brokerage account to sell stock donations for the Library, to be deposited into the Library bank account. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Newsom made a motion seconded by Commissioner Debnam, to adopt **BB&T Investments - Corporate & Non-Corporate Resolution (R-12-010)**. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Kearney explained that he had gotten bids to do Harvey and Moore Streets, but was only asking for approval to resurface Moore Street as Superintendent Hamm had advised that there may still be work done on Harvey Street. The bid was for \$15,757. Commissioner Kearney made a motion seconded by Commissioner Hogan, to accept Rightmyer Machine Rentals' bid of \$15,757 to resurface Moore Street. The motion was voted and carried.

Commissioner Kearney reported on the Town Hall handicapped entrance and parking; 112 E. South Main is the handicapped/public entrance. Mr. Glueck, the architect had said he would contact the contractor about painting the handicapped parking space and it would be paid for by the grant.

Commissioner Hogan gave the budget report; General Fund revenues YTD \$133,360 or 22%, expenditures \$90,838 or 15%, Water/Sewer Fund revenues YTD \$101,923 or 27% and expenditures \$82,554 or 22%.

Commissioner Hogan also reported the Library had received a donation of stocks and more people might do the same so there had to be a way for converting the stocks. The fund raiser had been successful. The contract with Jim Miller needed to be signed so work could begin on the mechanical designs for the library. Mayor Bobbitt congratulated Commissioner Hogan on her hard work.

Commissioner Debnam reported the Town had purchased 3,122,000 gallons of water, sold 2,252,000 and there were no spills, violations or inspections of the wastewater system. The sewer jet had been purchased and was in use. Superintendent Hamm stated he was looking for a place to store the sewer jet and had gotten a price for a putting up a building at WWTP for \$30,000.00. In response to a comment from Mayor Bobbitt, the problem with keeping the storm drains clean was briefly discussed.

Commissioner Newsom gave the police report for September.

Commissioner Kearney made a motion seconded by Commissioner Debnam to enter into closed session pursuant to NCGS 143-318.11(a) (3) to consult with attorney, and/or (6) to discuss personnel. The motion was voted and carried at 6:58 pm.

Commissioner Hogan made a motion seconded by Commissioner Debnam to resume the regular session at 7:30 pm.

Commissioner Newsom made a motion seconded by Commissioner Kearney, to hire James "Mike" Suggs as full time police chief at \$42,000.00 per year. The motion was voted and carried with Commissioners Newsom, Kearney and Debnam in favor and Commissioner Hogan opposing.

Mayor Bobbitt read a letter from Commissioner Kearney requesting to be assigned Cemetery Commissioner and relieved as Street Commissioner and Mayor Bobbitt approved the request. Mayor Bobbitt stated Commissioner Hogan would continue as Library Commissioner, the new commissioner would take over finance and she, Mayor Bobbitt, would take over streets.

Commissioner Hogan made a motion seconded by Commissioner Debnam, to nominate Gerleen Pitchford to fill the vacant commissioner position. The motion was voted and carried.

The Clerk administered the oaths of office to Gerleen Pitchford and a copy is hereby incorporated by reference and made a part of these minutes.

Mayor Bobbitt advised she was setting up a work session for Thursday, October 4, at 9:45 am to look over job descriptions and storm drains and any other business brought before the Board. Commissioner Hogan asked to include discussion of the library.

Mayor Bobbitt reported she had contacted Mr. Hurt and the threshold in the safe had been fixed as well as the hose in the kitchen and the clerk advised the railing had also been fixed. Mr. Hurt had stated the library roof was the cause of the leak damaging a Town Hall wall and

Commissioner Hogan commented that the contractor had agreed to fill in the cracks between the two buildings. The painting of the handicapped parking space was briefly discussed.

Commissioner Pitchford made a motion seconded by Commissioner Kearney, to adjourn the meeting at 7:43 pm. The motion was voted and carried.

Clerk

General Account and Minutes of Closed Session Pursuant to NCGS 143-318.11(a) (3) to consult with attorney, and (6) to discuss personnel

Mr. Chichester briefly discussed the parameters and procedures for the nomination of someone for the vacant commissioner position and attorney consultation options.

The Board discussed hiring a full time chief of police.

Commissioner Newsom made a motion seconded by Commissioner Debnam, to return to open session at 7:27 pm. The motion was voted and carried.

Clerk