

The Board of Commissioners held a work session Thursday, October 4, 2012 at the Town Hall. Present were Commissioners Gerleen Pitchford, Terry Newsom, Jimmy Kearney, Heidi Hogan and Clara Debnam and Superintendent Keith Hamm.

Mayor Bobbitt called the meeting to order at 9:48 am.

The Board discussed a letter from the Littleton Volunteer Fire Dept. with Mr. Hamm concerning testing and training on fire hydrants. The consensus was to send a letter stating testing/training was and had been allowed as long as Mr. Hamm was notified in advance and they would like to continue the working relationship with training officer Jimmy King as in the past. Also discussed was out of service hydrants and replacing old steamer Hydrants

Mayor Bobbitt advised the Board had received an invitation to the 100th anniversary open house of the Littleton Volunteer Fire Dept. and Commissioner recommended sending a letter from the Board representing the citizens and the Board agreed.

The Board discussed vacancies/re-appointments to the Board of Adjustments and Planning Boards. Commissioner Kearney made a motion seconded by Commissioner Hogan to appoint Dennis Massey and re-appoint Bob Burke to the Littleton Planning Board. The motion was voted and carried.

Commissioner Kearney made a motion seconded by Commissioner Hogan, to re-appoint Carroll Mann to the Board of Adjustments. The motion was voted and carried.

Following discussion, Commissioner Kearney made a motion seconded by Commissioner Debnam, to pay the invoice from Myrick Equip. Services for dumping and 1 tandem load of brush in the amount of \$190.00. The motion was voted and carried.

The Board discussed loose leaf collection and the problem of people putting leaves into storm drains, enforcing the ordinance in place, giving verbal first notice and issuing fines for the second infraction.

Following discussion of the HCIA 2012 Legislative Goals, Commissioner Hogan made a motion seconded by Commissioner Debnam, to accept the goals as listed. The motion was voted and carried.

Commissioner Hogan advised Jim Miller, engineer, was highly recommended and reasonable and with the recent donation, work needed to be started on the mechanical plans for the library. Jim Miller had submitted a proposal to work with the Town on design, the construction phase and contract administration for a total of \$21,000.00. Commissioner Hogan also discussed donations, the grant application and advised the Town had \$160,000 towards its goal of \$300,000. Commissioner Pitchford made a motion seconded by Commissioner Kearney, to accept the contract from James Miller contingent on approval by the Town Attorney. The motion was voted and carried. A copy of the contract is hereby incorporated by reference and made a part of these minutes.

The Board discussed the Police Chief job description including it was more appropriate for a much larger department and combining parts of the Detective Job Description with the Chiefs. The Board's consensus was to keep the Sergeant and Police Officer job descriptions and have the Clerk and Mayor Bobbitt work together on adapting the Police Chief's job description.

The Board discussed the Wastewater Division Superintendent job description and added the following requirements:

Grade II Collection Certification

Grade II Waste Water Certification

Grade II Laboratory Certification

Keep all contaminants within State required parameters.

Commissioner Debnam made a motion seconded by Commissioner Pitchford, to adopt the Wastewater Supervisor job description with the above additions. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

The Board discussed the Water Distribution Superintendent job description including there was no record of adopting the Wastewater or Water Superintendent job descriptions in the past, maintaining certifications and adding B Distribution Certification. Commissioner Debnam made a motion seconded by Commissioner Kearney to adopt the Water Distribution Superintendent job description with the additional requirement of B Distribution Certification and adding to both the Wastewater and Water Superintendent descriptions maintaining certifications. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Following discussion, Commissioner Pitchford made a motion seconded by Commissioner Hogan, to adopt the same Water and Wastewater job descriptions for the Water and Wastewater Backup Operator deleting “supervises” and leaving “Performs skilled operation and maintenance”. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Following discussion, Commissioner Kearney made a motion seconded by Commissioner Hogan, to adopt the Assistant Clerk job description replacing “valid North Carolina driver’s license” with “valid driver’s license”. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Following discussion, Commissioner Kearney made a motion seconded by Commissioner Debnam, to adopt the Town Clerk/Finance Officer/Tax Collector job description deleting “and to obtain North Carolina Tax Collector Certification through the North Carolina Tax Collectors Association in affiliation with the School of Government, UNC - Chapel Hill”. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Newsom advised he had discussed the gaming (internet café) privilege license with Michael Love and he was willing to pay \$500.00. Discussion followed including other town’s fees and the reasonableness of Littleton’s, enforcing the ordinance, sending second notices, asking attorney Charles Vaughn for assistance in collection, and reviewing all ordinances and making them more specific and clear. The consensus was to have the police department check contractors and business for privilege licenses while patrolling.

There being no further business, Commissioner Pitchford made a motion seconded by Commissioner Debnam, to adjourn the meeting at 12:38 pm. The motion was voted and carried.

Clerk