

TOWN OF LITTLETON
LITTLETON, NORTH CAROLINA

December 3, 2012

AGENDA

1. Call regular meeting to order at 6:30 p.m.
2. Pledge of Allegiance followed by Invocation.
3. Consider approval of minutes of meeting(s) held November, 2012.
4. Approve for payment bills made in November, 2012.
5. Citizens Comments/Concerns;
6. Confirm adoption of **Resolution of The Board of Commissioners of the Town of Littleton Authorizing the Filing of an Application for Community Investment and Assistance (CDBG) 2012 Catalyst Grant Funds (R-12-012)** - effective date 11/27/2012.
7. Adoption of **An Ordinance Rescinding/Deleting Chapter 93: Civil Emergencies, of the Code of Ordinances of the Town of Littleton.**
8. Adoption of **An Ordinance Authorizing the Mayor to Determine and Proclaim The Existence of a State of Emergency and to Impose Various Restrictions After Determining that Such Restrictions are Necessary as a Response to an Emergency - Chapter 96: Civil Emergencies (O-12-002).**
9. Adoption of **Resolution Halifax County Solid Waste Management Plan Three Year Update (R-12-013).**
10. Consider Budget Amendments
 - a. Buildings
 - i. Increase 10-500-03 Salaries Part time \$200
 - ii. Increase 10-500-05 Social Security \$16.00
 - iii. Decrease 10-500-15 Maint & Repair, Bldgs \$216
 - b. Police
 - i. Increase 10-510-03 Salaries Part-time \$7,000
 - ii. Decrease 10-510-02 Salaries \$7,000
 - c. Water
 - i. Decrease 30-810-03 Salaries Part Time \$3,000
 - ii. Decrease 30-810-05 Social Security \$229
 - iii. Increase 30-810-33 Operating Materials \$229
 - iv. Increase 30-810-46 Contract Services \$3,000
 - d. Sewer
 - i. Increase 30-811-17 Main. Repair Vehicles \$1,000
 - ii. Decrease 30-811-46 Contract Services \$1,000
11. Consider approval of change order for Town Hall USDA Grant/Loan project – Handicapped parking space \$1,358.00, DANCO Builders.

12. Commissioners reports on activities in November, 2012.
13. Mayor's remarks.
 - a. Martin Luther King Parade
 - b. Nims Requirements
14. 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).
15. Adjourn.

Next regular meeting scheduled Monday, January 7, 2013 at 6:30.

Note to agenda: Certificate of Appreciation presented to Bobby Johnson/NC Dominion Power.

The Board of Commissioners held their regular meeting Monday, December 3, 2012, at 6:30 pm at the Town Hall. Present were Commissioners Clara Debnam, Gerleen Pitchford, Heidi Hogan and Jimmy Kearney and Town Attorney Gilbert Chichester.

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

Commissioner Debnam made a motion seconded by Commissioner Pitchford to approve the minutes from November. The motion was voted and carried.

Commissioner Kearney asked if the invoice for work done by RCR on College Street was for work done wrong the first time. After receiving an affirmative response from Superintendent Hamm and Mayor Bobbitt asking for RCR's invoices to be itemized or clarified a little better, Commissioner Hogan made a motion seconded by Commissioner Kearney, to pay the bills as presented. The motion was voted and carried.

Mayor Bobbitt advised only one person had signed up for citizen comments, asked that comments did not use names and recognized Sylvia Alston. Ms. Alston recommended adopting a process to make sure everyone was aware when someone was no longer affiliated with the Town. She also commended the person that planned the Christmas Parade and the person working on getting the new library.

Commissioner Pitchford made a motion seconded by Commissioner Debnam to adopt the **Resolution of the Board of Commissioners of the Town of Littleton Authorizing the Filing of an Application for Community Investment and Assistance (CDBG) 2012 Catalyst Grant Funds (R-12-012)** - effective date 11/27/2012. The motion was voted and carried. (Resolution originally approved by polling 11/27/2012). A copy is hereby incorporated by reference and made a part of these minutes.

Mayor Bobbitt explained the civil emergencies ordinance passed at the work session needed to be rescinded as it should have been titled Chapter 96 rather than 93. Commissioner Hogan made a motion seconded by Commissioner Pitchford to adopt **An Ordinance Rescinding/Deleting Chapter 93: Civil Emergencies, of the Code of Ordinances of the Town of Littleton.** The motion was voted and carried. 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 **An Ordinance Authorizing the Mayor to Determine and Proclaim The Existence of a State of Emergency and to Impose Various Restrictions After Determining that Such Restrictions are Necessary as a Response to an Emergency - Chapter 96: Civil Emergencies (O-12-002).** The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Mayor Bobbitt explained the Halifax County Solid Waste Plan was revised every three year and Mr. Chichester advised the County may be looking into its own transfer station and may no longer contract with Waste Industries. Mr. Chichester went on to say the Board maybe should have the opportunity to look over the plan. Commissioner Hogan made a motion seconded by Commissioner Pitchford, to table the resolution approving the Halifax County Solid Waste Plan. The motion was voted and carried.

Mayor Bobbitt read the proposed budget amendments and Commissioner Kearney made a motion seconded by Commissioner Debnam, to accept the following proposed budget amendments:

- a. Buildings
 - i. Increase 10-500-03 Salaries Part time \$200

- ii. Increase 10-500-05 Social Security \$16.00
 - iii. Decrease 10-500-15 Maint & Repair, Bldgs \$216
 - b. Police
 - i. Increase 10-510-03 Salaries Part-time \$7,000
 - ii. Decrease 10-510-02 Salaries \$7,000
 - c. Water
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 - ii. Decrease 30-810-05 Social Security \$229
 - iii. Increase 30-810-33 Operating Materials \$229
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 - d. Sewer
 - i. Increase 30-811-17 Main. Repair Vehicles \$1,000
 - ii. Decrease 30-811-46 Contract Services \$1,000

The motion was voted and carried.

Mayor Bobbitt presented Bobby Johnson, North Carolina Dominion Power employee, with a Certificate of Appreciation for his and fellow employees help and the use of Dominion Power's equipment to put up Christmas lights in Town.

Following discussion on the proposal, Commissioner Pitchford made a motion seconded by Commissioner Kearney, to approve the change order for Town Hall USDA Grant/Loan project – Handicapped parking space. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Kearney reported the cemetery had been mowed for the last time until March. He also commended Moira Underwood for her work on the Christmas Parade and Heidi Hogan for her hard work on the Library.

Commissioner Hogan reported the Library Grant had been submitted on Friday. They had met with Jim Miller, contracted to do the drawings, and due to stock donations the plans were paid for. Next would be the mechanical drawings. The money on hand at the time the grant was submitted could not be spent, only new donation money could be spent until the grant was announced.

Mayor Bobbitt advised she had identified a pot hole on Kirkland Street and had contacted Myrick Equipment to fix the problem. Mayor Bobbitt answered questions from citizens and advised loose leaves would be picked up two more times and would get the dates for pickup.

Commissioner Pitchford gave the budget report; General Fund revenues YTD \$187,770.19 or 32%, expenditures \$147,751.01 or 25% and Water/Sewer Fund revenues YTD \$167,689.43 or 45% and expenditures \$135,275.56 or 36%.

Commissioner Debnam reported the Town had purchased 2,555,000 gallons of water and sold 2,009,000, two bacterial tests were negative. The wastewater system had no spill, violations or inspections.

Mayor Bobbitt read the police report for November.

Mayor Bobbitt advised the Martin Luther King, Jr. Parade was scheduled for January 21st.

Mayor Bobbitt advised the mayor and elected official's needed to complete certain NIMS courses, most of which could be taken online.

Mayor Bobbitt explained that storm drains and hydrants were town property and required town permission before doing anything to them. Discussion followed on storm drains and leaf collection.

Commissioner Hogan made a motion seconded by Commissioner Debnam, to enter into closed session pursuant to NCGS 143-318.11(a) (3) to consult with the attorney at 7:22 pm. The motion was voted and carried.

The regular session resumed at 7:46 pm.

There being no further business, the meeting was adjourned at 7:47 pm.

Clerk

General Account and Minutes of Closed Session Pursuant to NCGS 143-318(a) (3)

Town Attorney, Gilbert Chichester, discussed with the Board an investigation and possible civil action. The consensus of the Board was to meet again with Mr. Chichester and other parties involved.

Commissioner Hogan made a motion seconded by Commissioner Debnam, to return to regular session. The motion was voted and carried at 7:46 pm.

Clerk