

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

June 3, 2013

AGENDA

1. Call CDBG Catalyst Grant Public Hearing to order at 6:00 pm.
2. Close Public Hearing.
3. Call regular meeting to order 6:30 p.m.
4. Pledge of Allegiance followed by Invocation.
5. Call FY 2013-14 Budget Public Hearing to order.
6. Close Public Hearing.
7. Consider approval of minutes of meeting(s) held May, 2013.
8. Approve for payment bills made in May, 2013.
9. UCPCOG – Representative concerning CDBG Catalyst Grant for Library.
10. Consider Residential Anti-Displacement And Relocation Assistance Plan, Town Of Littleton CDBG Sewer Infrastructure Grant.
11. Mark Russell concerning North Side Grant.
12. Consider **Town of Littleton Budget Ordinance FY 2013-14 (O-13-001).**
13. Consider a **Resolution to Maintain and Support the Current Integrity and Funding for the Parks and Recreation Trust Fund (Partf) (R-13-005)**
14. Citizens Comments/Concerns:
  - a. none
15. Commissioners reports on activities in May, 2013.
16. Mayor's remarks.
  - a. North Main Street/Cemetery repaving bids.
  - b. Schedule work session to meet with Mr. Vaughn.
17. Motion to enter into closed session pursuant to NCGS 143-318.11(a) (6) to interview job applicant and (3) to consult with the Town Attorney (if necessary).
18. Adjourn.

**Next regular meeting scheduled Monday, July 1, 2013 at 6:30.**

The Board of Commissioners held a public hearing Monday, June 3, 2013, at 6:00 pm at the Littleton Town Hall, 112 E. South Main Street. Commissioners present were Jimmy Kearney, Heidi Hogan, Terry Newsom, Clara Debnam and Gerleen Pitchford.

Mayor Bobbitt called the meeting to order at 6:01 pm and advised the purpose of the public hearing was to provide an explanation of the regulations, eligible activities and examples of the proposed uses of 2013 CDBG funds, including but not limited to the following categories: 2013 Infrastructure, 2013 NC Catalyst Programs and 2013 Contingency.

Joe Dooley, Upper Coastal Plains Council of Governments, stated the Town was presently participating in a Community Development Catalyst Block Grant. This was the first of two public hearing for the 2013 round of CDBG grants for Catalyst, Small Business or Infrastructure or anything else coming. The Town would be in position to consider options for water and sewer and the second hearing would delineate the project area and cost, if the Town decided to apply. The Town is not presently eligible for a Catalyst Grant as they already had one. The Board discussed with Mr. Dooley the Small Business option; with this type of grant the Town would apply for the owner of the business. Mr. Dooley advised the deadline for application was the end of the month and the Board may need to call a meeting. In response to a question, Mr. Dooley advised the Town would not be held responsible in the case of default. Also discussed was the correlation between loan forgiveness and permanent jobs created.

Sylvia Alston asked what type of businesses were eligible and discussion followed on “healthy living” type businesses, businesses requiring a professional license such as doctors weren’t eligible, and the purpose was to provide jobs for people in the immediate area. Also discussed was PARTF grants; the first step was to get a committee together and do a survey. Mayor Bobbitt stated she was working on appointing a committee. Mr. Dooley stated the 50% match could be spread over three budget years as long as the project was completed within 30 months. Property donated to a town would be beneficial as part of the match. Mayor Bobbitt said she would finish collecting names for the committee.

There were no further questions or comments, Commissioner Newsom made a motion seconded by Commissioner Pitchford, to adjourn the meeting at 6:22 pm. The motion was voted and carried.

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Clerk

The Board of Commissioners held their regular meeting Monday, June 3, 2013, at 6:30 pm, at Littleton Town Hall. Commissioners present were Jimmy Kearney, Heidi Hogan, Terry Newsom, Clara Debnam and Gerleen Pitchford and Town Attorney Gilbert Chichester.

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

Mayor Bobbitt called the FY 2013-14 Budget Public Hearing to order and asked if everyone had an opportunity to review the budget and asked for any comments. She went on to say the Board had worked together on the budget and did the best they could. Commissioner Pitchford advised the biggest hit to the budget was the increase of \$7,000.00 for insurance and there was \$8,500.00 added to the sewer budget for a building to house the jet vac. Taxes hadn't been raised and the Board had worked well together. In response to a question from Sylvia Alston, Mayor Bobbitt there were no new monies coming in and insurance was the biggest increase. The 911 fees were down for the 2013-14, but would go up the next two years.

There being no further question or discussion, Commissioner Pitchford made a motion seconded by Commissioner Hogan, to close the public hearing and continue the regular meeting at 6:35 pm. The motion was voted and carried.

Following brief discussion, Commissioner Hogan made a motion seconded by Commissioner Debnam, to approve the minutes of the May 6<sup>th</sup> meeting as written. The motion was voted and carried.

Commissioner Hogan made a motion seconded by Commissioner Pitchford to approve the minutes of the work session held May 14<sup>th</sup> and May 20<sup>th</sup> and the minutes of the Merchant's Association meeting held May 28<sup>th</sup> where a quorum of the Board was present. The motion was voted and carried.

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

Mayor Bobbitt recognized Mr. Dooley, who advised the Town must file with the State Historical Society. They would be here Wednesday for more pictures. They would review the plans and once given a release, the completed file would be submitted for Environmental Review. The response would be received within 30 days and the release of funds would take 3 to 5 months. Discussion followed and Mr. Dooley advised they hoped the project would be done by December, Commissioner Hogan stated current lease would be on a monthly basis starting October and was still being negotiated, and the Division of Community Assistance was impressed with the state of readiness (for the Library renovation).

Mr. Dooley briefly explained the Residential Anti-displacement Plan and Commissioner Hogan made a motion seconded by Commissioner Kearney, to adopt the Residential Anti-Displacement and Relocation Assistance Plan, Town of Littleton CDBG Sewer Infrastructure Grant. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Kearney made a motion seconded by Commissioner Pitchford, to adopt **Town of Littleton Budget Ordinance FY 2013-14 (O-13-001)**. Commissioner Newsom stated he agreed with Commissioner Pitchford, the Board had worked very hard on the budget and there was not extra money. The motion was voted and carried with Commissioners Kearney, Pitchford, Hogan and Debnam voting in favor and Commissioner Newsom opposing. A copy is hereby incorporated by reference and made a part of these minutes.

Mr. Dooley explained the state legislature had several bills that would combine the funds reserved for PARTF into the State's general fund and asked the Board to support continued dedicated funding.

Commissioner Kearney reported the cemetery had been mowed 2 times in May, and would be mowed 2 or 3 times in June. One mowing would be the Friday before Father's Day and the other right before the 4<sup>th</sup> of July Holiday. He had funds left in his budget and would be getting gravel to fill in low spots in the cemetery.

Commissioner Hogan reported the Library had received \$5,000 for materials; the funds had to be spent with 2 weeks.

Commissioner Newsom gave the police report for May and asked the Board to consider police department budget amendments. The Clerk, on advice from the Town Attorney, stated the budget amendments needed to be presented to the Board in writing and proper format before the meeting and would need to be postponed to a work session.

Mayor Bobbitt reported the police department had done a good job in locating a lost wallet.

Mayor Bobbitt gave the street report; she had locating pot holes and had 2 bids for repaving W. North Main. The repaving work would be done after July 1<sup>st</sup>. Following discussion, Commissioner Kearney made a motion seconded by Commissioner Newsom, to accept the bid from Rightmyer Machine Rental, including the additional work. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Discussion followed on repaving work that needed to be done on Little Drive and various other streets. Superintendent Hamm said repairs were in progress on a line that exploded on Little Drive due to the inferior pipe installed.

Commissioner Pitchford gave the budget report; General Fund revenues YTD \$421,278 or 72%, expenditures \$359,830 or 61%, Water/Sewer Fund revenues YTD \$354,368 or 95% and expenditures \$301,585 or 80%.

Commissioner Debnam gave the potable water report; 3,000,000 gallons were purchase, 2,698,000 were actually metered, and the Town sold 2,004,000 gallons of water. There were no violations, inspections or overflows of the wastewater system.

Buzzy Parker asked what had been done about working with the Halifax County on lowering the minimum amount of water the Town could purchase. Mayor Bobbitt advised she had been waiting to see what happened with KIPP, but it turned out not to be a factor. Sylvia Alston asked if there would be an answer at the next meeting and Mayor Bobbitt stated she would get with Gwen Matthews, Halifax County Water Department.

In response to a question as to why Mr. Russell hadn't attended the meeting, Mayor Bobbitt explained he had planned on asking to let the current contractor to do additional work, but the Board had already agreed to let it out for bid.

Superintendent Hamm advised there was some problems with the meters, some of the lids were not made for that box, but were made by the contractor and didn't fit. He'd called the inspector and they were supposed to be corrected. In discussion, Mr. Hamm stated the 1 and 1 ½' lines needed to be disconnected and meters moved and new waterlines to the main and wanted it to be done under the original contract. There were 22 that needed to be moved to the road. Mr. Dooley stated the specifications needed to be looked at. He had 30 individual plans and he would get copies in the next couple days. The South Side Project had called for the meters to be moved to the right of way.

Commissioner Debnam made a motion seconded by Commissioner Kearney, to adopt the **Resolution to Maintain and Support the Current Integrity and Funding for the Parks and Recreation Trust Fund (PARTF) (R-13-005)**. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

The Board discussed meeting with Mr. Charles Vaughn, who had expressed interest in doing pro-bono work for the Town. The consensus was to meet Monday, June 10<sup>th</sup>, at 7:00 pm. Mayor Bobbitt stated she would record the meeting so the Clerk didn't have to attend.

Mayor Bobbitt stated there was a problem with water backing up because someone had put up a bridge and she suggested turning it over to the attorney as the property belonged to the Town.

Commissioner Newsom made a motion seconded by Commissioner Kearney, to enter into closed session pursuant to NCGS 143-318.11(a) (6) to interview job applicant. The motion was voted and carried at 7:36 pm.

The regular session resumed at 7:47 pm.

Commissioner Newsom made a motion seconded by Commissioner Hogan, to employ Todd Carlson at \$8.33/hour part time. The motion was voted and carried.

Mayor Bobbitt expressed thanks for those who had supported the Merchant's Association; they would be meeting again June 18<sup>th</sup>.

Commissioner Pitchford made a motion seconded by Commissioner Debnam, to adjourn the meeting at 7:49 pm. The motion was voted and carried.

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Clerk

#### **General Account and Minutes of Closed Session Pursuant to NCGS 143-318(a) (6)**

The Board interviewed an applicant for part time employment.

Commissioner Newsom made a motion seconded by Commissioner Kearney, to adjourn the closed session and return to regular session at 7:45 pm. The motion was voted and carried.

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Clerk