

TOWN OF LITTLETON
LITTLETON, NORTH CAROLINA

August 5, 2013

AGENDA

1. Call regular meeting to order 6:30 p.m.
2. Pledge of Allegiance followed by Invocation.
3. Consider approval of minutes of meeting(s) held July, 2013.
4. Approve for payment bills made in July, 2013.
5. CDBG Monthly Performance Status Report.
6. Ben Hillsman of Senior Community Service Employment Program (SCSEP).
7. Consider appointing and/or re-appointing members to Board of Adjustments and Planning Board. (Two members and alternate to BOA and two members to PB – see attachment)
8. Consider appointments to Citizens Participation Committee (CDBG Catalyst Grant).
9. Citizens Comments/Concerns:
 - a. none
10. Commissioners reports on activities in July, 2013.
11. Mayor's remarks.
 - a. Schedule Work Session for Wednesday, August 7th at 10:00 am.
 - b. Consider hiring part time maintenance worker \$8.33/hr.
 - c. Consider purchase of leaf blower.
12. 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**).
13. Adjourn.

Next regular meeting scheduled Thursday, September 5, 2013 at 4:00.

The Board of Commissioners held their regular meeting Monday, August 5, 2013, at 6:30 pm at the Town Hall. Present were Commissioners Terry Newsom, Heidi Hogan, Clara Debnam and Jimmy Kearney and Town Attorney Gilbert Chichester.

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

Commissioner Kearney made a motion seconded by Commissioner Debnam to approve the minutes of the meetings held in July. The motion was voted and carried.

Commissioner Hogan made a motion seconded by Commissioner Debnam, to pay the bills made in July as presented. The motion was voted and carried.

Mayor Bobbitt reported board members had copies of the CDBG Monthly Performance Status Report, their hadn't been much activity but everything was on track. Commissioner Hogan made a motion seconded by Commissioner Kearney, to authorize signing and submittal of the report. The motion was voted and carried.

Mayor Bobbitt introduced Ben Hillsman, with Senior Community Service Employment Program. Mr. Hillsman introduced Debra Harris and Landis MacKay and advised they were part of the National Coalition on Aging. The organization works with no profits, placing persons 55 and older in positions where they can be trained and ideally be hired at the end of the training period or the non-profit organization would recommend another employer. The employer would be responsible for supervision and the Department of Commerce would pay their wages and take care of the employees workers comp.

Mayor Bobbitt advised the Board needed to reappoint members to the Board of Adjustments and Planning Board and find someone to serve as alternate from the Town and recommend an alternate to represent Warren County to the Board of Adjustments. Following discussion, Commissioner Newsom made a motion seconded by Commissioner Kearney, to reappoint Dennis Massey and "Buzzy" Parker to the Planning Board. The motion was voted and carried.

Commissioner Newsom made a motion seconded by Commissioner Hogan, to reappoint Mike Currin as regular member and move Clyde Johnston from alternate to regular member on the Board of Adjustments. The motion was voted and carried.

Following Commissioner Hogan explaining the Library CDBG Catalyst Project required a Citizens Participation Committee and the committee would meet quarterly, Commissioner Newsom made a motion seconded by Commissioner Kearney, to appoint Gene Batton, Conway Williams, Kim Gray, Laura Kearney, Nancy Carol Daniel, Kathy Schneider and Margaret Knight to the Citizens Participation Committee.

Commissioner Kearney reported the Cemetery had been mowed twice in July and would be mowed twice in August, the second mowing just before the Festival. Debris pickup was pickup schedule was discussed

Commissioner Hogan reported Phase II of the Brownfields had been done and the report would come back mid-August. It was the last part of the Environmental Review and once the review was submitted the State had 30 days to respond. The Board would be meeting Wednesday to look at contractors and construction procedures.

Commissioner Newsom gave the police report for July.

Mayor Bobbitt reported someone had been hired to clean the streets and was doing a very good job. She also stated she would like to purchase a back pack leaf blower out of the street department budget,

the cost would be \$500.00. Mayor Bobbitt advised she had been in touch with Rightmyer and paving should start the week following next. She had also talked with Jay Myrick about putting down gravel, and was having trouble contacting anyone about sidewalks.

Commissioner Hogan gave the finance report; General Fund revenues YTD \$9,271, expenditures \$24,517, Water/Sewer Fund revenues YTD \$32,642 and expenditures \$8,655.

Commissioner Debnam reported the Town had purchased 2,900,000 gallons of water and sold 2,154,000, two bacterial tests were negative, and there had been no overflows, violations or inspection of the wastewater system.

Following discussion including the Halifax County Board of Commissioners would have to approve the new contract as well, Commissioner Debnam made a motion seconded by Commissioner Newsom, to authorize Mr. Chichester to proceed with negotiating a new water purchase contract with Halifax County to a minimum of 90,000 gallons per day and a maximum of 190,000 gallons per day, at the current rate. The motion was voted and carried. The consensus of the Board was for no longer than a 20 year contract.

Mark Russell, town engineer, reported they had finished inspecting every meter they could find and now had the register numbers to tie into the software. The freeze on Rural Center Funds was discussed as was the pay request already submitted to the Rural Center, submitting an additional payment request and holding off on a change order until funds were released.

Superintendent Keith Hamm reported he had a quote for a maintenance contract for the 6 generator on the wastewater system. The generators hadn't been serviced since 2009 and he would use part of the \$8,500 set aside for a building to pay for the maintenance contract. Mr. Russell advised he had another possible source for a maintenance agreement and discussion followed. Commissioner Debnam made a motion seconded by Commissioner Kearney, to allow Mr. Hamm to pursue a contract to service the 6 generators in lieu of the building to house the sewer jet. The motion was voted and carried.

Mayor Bobbitt advised a work session would be held Wednesday, July 7th at 10:00 am concerning the Library.

Following Mayor Bobbitt advising he would have two different pay rates, one for part time police officer and one maintenance, and he would only be allowed 1,000 hours per year combined, Commissioner Hogan made a motion seconded by Commissioner Newsom, to hire Christopher Boden part time for maintenance at \$8.33/hour. The motion was voted and carried.

Commissioner Kearney made a motion seconded by Commissioner Debnam, to purchase a leaf blower out of the street department budget. The motion was voted and carried.

Commissioner Newsom reported shoes on a telephone line needed to be removed, and the government was changing the frequency for radar so the current radar would be out of date by July. Following discussion, Commissioner Newsom made a motion seconded by Commissioner Kearney, to approve purchase of one radar gun out of the police department budget, approximate cost \$2,000.00. The motion was voted and carried.

Commissioner Kearny made a motion seconded by Commissioner Hogan, to adjourn the meeting. Mayor Bobbitt reminded board members the next regular meeting would be Thursday, September 5 at 4:00 pm due to the Labor Day Holiday. The motion was voted and carried.

Clerk