

TOWN OF LITTLETON
LITTLETON, NORTH CAROLINA

September 5, 2013

AGENDA

1. Call regular meeting to order 4:00 p.m.
2. Pledge of Allegiance followed by Invocation.
3. Consider approval of minutes of meeting(s) held August, 2013.
4. Approve for payment bills made in August, 2013.
5. CDBG Monthly Performance Status Report.
6. **Resolution Establishing A Capital Reserve Fund In Accordance With RD-NC 1947, Loan Security Agreement (R-13-008).**
7. Consider trustee appointment to Firefighter's Relief Fund (historically Mayor).
8. Consider accepting proposal for Construction Management Services for Library Renovation Project.
9. Consider Budget Amendments
 - a. Police Department
 - i. Decrease 10-510-03 Salaries Part-time \$2,400.00
 - ii. Increase 10-510-31 Supplies \$2,400.00
 - b. Powell Bill
 - i. Increase 10-570-77 Curbing & Guttering \$6,486. 00
 - ii. Increase 10-570-78 Street Repairs & Upkeep \$21,295.00
 - iii. Decrease 10-570-94 Powell Bill Fund Balance \$27,781. 00
10. Citizens Comments/Concerns:
 - a. Bill Rodwell – Festival
 - b. Margaret Knight – debris collection
11. Commissioners reports on activities in August, 2013.
12. Mayor's remarks.
 - a.
 - b.
13. 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**).
14. Adjourn.

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

The Board of Commissioners held their regular meeting Thursday, September 5, 2013, at 4:00 pm. Commissioners present were Gerleen Pitchford, Heidi Hogan and Jimmy Kearney.

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

Commissioner Kearney made a motion seconded by Commissioner Pitchford, to approve the minutes from August as presented. The motion was voted and carried.

Following Mayor Bobbitt explaining sidewalks were repaired and a section of W North Main repaved with Powell Bill funds and water/sewer pot holes repaired on Mosby, Commissioner Pitchford made a motion seconded by Commissioner Kearney, to pay the bills as presented. The motion was voted and carried.

Mayor Bobbitt advised the Board had received a CDBG Catalyst Monthly Performance Status Report and the project was still on schedule. A copy would be forwarded.

Commissioner Hogan made a motion seconded by Commissioner Kearney, to adopt a **Resolution Establishing A Capital Reserve Fund In Accordance With RD-NC 1947, Loan Security Agreement (R-13-008)**. 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 appoint Mayor Bobbitt to the Firefighter's Relief Fund. The motion was voted and carried.

Following Commissioner Hogan advising the Mr. Buster Dawson would deal with the contractors, Town Attorney had reviewed the contract and it would be paid by Town Library funds, Commissioner Kearney made a motion seconded by Commissioner Hogan to accept the proposal from Mr. Dawson for Construction Management Services for Library Renovation Project. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Mayor Bobbitt advised a budget amendment was necessary for the purchase of radar equipment for the police department and she had contacted Stephanie Benson (Powell Bill Manager) and a portion of the leaf blower could be paid by Powell Bill. Commissioner Kearney made a motion seconded by Commissioner Pitchford, to accept the following budget amendments:

- a. Police Department
 - i. Decrease 10-510-03 Salaries Part-time \$2,400.00
 - ii. Increase 10-510-31 Supplies \$2,400.00
- b. Powell Bill
 - i. Increase 10-570-77 Curbing & Guttering \$6,486. 00
 - ii. Increase 10-570-78 Street Repairs & Upkeep \$21,295.00
 - iii. Decrease 10-570-94 Powell Bill Fund Balance \$27,781. 00

The motion was voted and carried.

Bill Rodwell complained that the street shouldn't have been closed until 5:30 for the Festival. Commissioner Hogan agreed and stated it wouldn't happen again and discussion of the mix-up followed.

Margaret Knight asked if she had followed the correct procedure in trying to get her yard debris picked up and Mayor Bobbitt advised she had. There had been some miscommunication with the contractor.

Commissioner Kearney reported the cemetery had been mowed two times in August and would be done again next week and the week of September 23rd.

Commissioner Hogan reported there had been a meeting with the IT people concerning wiring the new library and once the Brownfields report had been submitted there was a 30 day review period before release of funds. Commissioner Hogan also congratulated John 3:16 on the Kaboom Playground Project.

Mayor Bobbitt gave the police report in the absence of Commissioner Newsom and advised they were looking into purchasing used police cars. The purchase would be discussed in a work session.

Commissioner Pitchford gave the finance report; General Fund revenues YTD \$94,099 or 15% and expenditures \$69,130 or 9% and Water/Sewer Fund revenues YTD \$64,224 or 17% and expenditures 51,672 or 13%.

Superintendent Hamm gave the water/sewer report in Commissioner Debnam's absence; there were no overflows, inspections or violations of the wastewater system, the town had been charged for 2,900,000 gallons of water and sold 2,214,000, 2 Bac T tests were taken, and hydrants were being flushed by the Littleton Volunteer Fire Department.

Mayor Bobbitt there would not be much more street work done until Spring, there were still potholes and three streets that needed to be attended to.

In response to a question from Buzzy Parker, Mayor Bobbitt explained the County had to approve changing the water purchase contract before it could be finalized.

Linda Spragins asked for a speed bump on her street if repairs couldn't be made to the street and Superintendent Hamm advised he didn't have prices yet for the repairs.

In response to a question from Charles Harvey, Mayor Bobbitt stated the meter work was on hold due to the Rural Center problems.

Mayor Bobbitt advised she had been asked about a 4 way stop at Church and North Main, and a children at play on Oak Street and Mr. Dalton had more work to do at the PD. These items could be discussed at a work session.

Following discussion, the consensus was to hold a work session Tuesday, September 10th at 10 am. Alternate date would be the 18th.

The meeting adjourned at 5:08 pm.

Clerk

