

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

December 5, 2013

AGENDA

1. Call regular meeting to order 4:00 p.m.
2. Pledge of Allegiance followed by Invocation.
3. Oaths of Office;
  - a. Nada Diana Bobbitt, Mayor
  - b. Heidi Hogan, Commissioner
  - c. Sylvia Alston, Commissioner
4. Election of Mayor Pro Tempore
5. Consider approval of minutes of meeting(s) held November, 2013.
6. Approve for payment bills made in November, 2013.
7. CDBG Monthly Performance Status Report.
8. Consider Budget Amendments
  - a. Administration
    - i. Increase 10-334-00 Board of Adjustment Fees \$150.00
    - ii. Increase 10-367-01 NC Sales Tax Refund \$350.00
    - iii. Increase 10-410-46 Codifications of Ordinances \$500.00
  - b. Police
    - i. Decrease 10-510-03 Salaries Part Time \$4,037
    - ii. Increase 10-510-58 Unemployment Insurance \$4,037
9. Consider **Resolution Authorizing the Disposition of Town Property (R-13-009)**, industrial heating unit in Ann & B. Mason Hawfield building
10. Consider addition to “General Policies Related To Leave” as follows;  
“up to two weeks (three?) each of vacation and sick leave may be carried over at the end of the fiscal year if not used”. (Retroactive to 2012-13)
11. Citizens Comments/Concerns:
  - a.
12. Commissioners reports on activities in November, 2013.
13. Mayor’s remarks.
  - a.
14. Adjourn.

**Next regular meeting scheduled Monday, January 6, 2014 at 6:30 pm.**

Motion to enter into closed session pursuant to NCGS 143-318.11(a) (3) to consult with attorney, and/or (6) to discuss personnel.

The Board of Commissioners held their regular meeting Thursday, December 5, 2013, at 4:00 pm. Commissioners present were Clara Debnam, Terry Newsom, Gerleen Pitchford, Heidi Hogan and Commissioner Elect Sylvia Alston.

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

The Clerk administered the Oath's of Office to Mayor Elect Nada Diana Bobbitt and Mayor Bobbitt administered the Oath's to Commissioners Elect Heidi Hogan and Sylvia Alston. A copy of each oath is hereby incorporated by reference and made a part of these minutes.

Commissioner Hogan made a motion seconded by Commissioner Pitchford to appoint Commissioner Newsom to serve as Mayor Pro Tem. The motion was voted and carried.

Commissioner Debnam made a motion seconded by Commissioner Hogan, to approve the minutes of the meetings held in November as presented. The motion was voted and carried.

The Board discussed the disposal costs for leaf and brush collection, investigating selling or giving away mulch and Mayor Bobbitt reported she was looking at a property and would bring more information to the Board at the work session.

Commissioner Newsom made a motion seconded by Commissioner Pitchford to pay the bills as presented. The motion was voted and carried.

The Clerk reported the CDBG Catalyst Grant 12-C-2477 Environmental Review had cleared, the request for the Release of Funds and Postings completed and they were awaiting the Release of Funds letter. Commissioner Alston made a motion seconded by Commissioner Newsom, to approve submission of the CDBG Monthly Performance Status Report. The motion was voted and carried.

Commissioner Newsom made a motion seconded by Commissioner Pitchford, to adopt the proposed budget amendments as follows;

Consider Budget Amendments

- a. Administration
  - i. Increase 10-334-00 Board of Adjustment Fees \$150.00
  - ii. Increase 10-367-01 NC Sales Tax Refund \$350.00
  - iii. Increase 10-410-46 Codifications of Ordinances \$500.00
- b. Police
  - i. Decrease 10-510-03 Salaries Part Time \$4,037
  - ii. Increase 10-570-58 Unemployment Insurance \$4,037

Discussion included the eligibility of the employee to receive unemployment during the period listed and pursuing the investigation to see if any funds could be recouped. The motion was voted and carried.

Following discussion including checking with CJ's about removal and using any funds received to help pay the rent for the Library, Commissioner Hogan made a motion seconded by Commissioner Debnam, to adopt the **Resolution Authorizing the Disposition of Town Property (R-13-009)**, industrial heating unit in Ann & B. Mason Hawfield building. The motion was voted and carried. A copy is hereby incorporated by reference and made a part of these minutes.

Commissioner Alston made a motion seconded by Commissioner Pitchford to amend the "General Policies Related to Leave" as follows; "up to two weeks each of vacation and sick leave may be carried over at the end of the fiscal year if not used". (Retroactive to 2012-13). Discussion included how much

time could be accumulated and the Town's liability when an employee resigned or retired. Commissioner Alston amended her motion as follows; up to two weeks each of vacation and sick leave may be carried over at the end of the fiscal year if not used. (Retroactive to 2012-13). If an employee resigns or retires a maximum of two weeks' vacation will be paid. The motion was voted and carried.

Commissioner Alston advised she didn't know who had the contract for cemetery maintenance; she was informed Mr. Decilles (Old South Property Services) had the contract and the contract would be expire in July.

Commissioner Hogan reported they were waiting for the release of funds (CDBG Catalyst Grant), they had met with the construction manager, the architect and UCPCOG to stipulate the specifics for the bid. Donations were still being accepted.

Commissioner Newsom gave the police report for November. Josephine Myrick complained a dead dog had been left on the side of the road by her house and discussion followed. Commissioner Newsom apologized and advised officers now knew the correct policy.

Mayor Bobbitt reported Dwayne Richardson had done his paper work and been hired and Superintendent Hamm advised Mr. Richardson had worked the day before and Clayton Fogg had worked the day before. Mr. Hamm also advised Mr. Richardson didn't have a driver's license. Mayor Bobbitt stated Peter Decilles was getting up leaves before the Parade.

In response to a question from Buzzy Parker, Mr. Hamm advised the pot hole on North Main was due to replacing a valve and it would be fixed.

Commissioner Pitchford gave the budget report for November; General Fund revenues YTD \$253,084 or 41% expenditures \$192,956 or 31% and Water/Sewer Fund revenues YTD \$186,933 or 50% and expenditures 151,658 or 40%.

Commissioner Debnam reported the Town had purchased 2.0 million gallons and sold 1.879 million gallons of water, unaccounted for was 426,000, and two bacterial tests were negative. There had been no overflows, inspections or violations in the wastewater system. Superintendent Hamm added the specs had been approved and signed for the additions to the North Side grant, the prebid meeting had been held that morning and no contractors had shown up. He also stated the new software as set up would not accurately track and bill all the water. Discussion followed and the Clerk stated the software company had been contacted and the problem would be taken care of.

Mayor Bobbitt stated signs had been approved to place on South Main and discussion followed and the consensus was to readdress the issue at the next work session.

Commissioner Alston advised she had attended a Halifax County meeting and Site Solutions had been awarded \$50,000 to do a study. She asked for anyone with ideas for a site to contact and she would take the information to the next meeting.

Mayor Bobbitt reported Tammy Sutton (KIPP) was looking for a facility to house four classrooms and lunch room and to let her know if anyone knew of a suitable facility. Discussion followed.

Commissioner Pitchford made a motion seconded by Commissioner Debnam, to adjourn the meeting. It was announced the next work-session would be the third Tuesday, December 17<sup>th</sup> at 10:00 am. The motion was voted and carried.

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Clerk