

TOWN OF LITTLETON
LITTLETON, NORTH CAROLINA

February 3, 2014

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 January, 2014.
4. Approve for payment bills made in January, 2014.
5. CDBG Monthly Performance Status Report.
6. Consider awarding contract for additional work for the Littleton North Side Grant (contract to be awarded contingent on review and approval by Town Attorney)
7. Citizens Comments/Concerns:
 - a.
8. Commissioners reports on activities in January, 2014.
9. Mayor's remarks.
 - a. Report on Library Meeting
10. **Motion to enter into closed session pursuant to NCGS 143-318.11(a) (6) to discuss personnel.** (and (3) to consult with attorney)
11. Adjourn.

Next regular meeting scheduled Monday, March 3, 2014 at 6:30 pm.

The Board of Commissioners held their Monday, February 3, 2014, at 6:30 pm, at the Town Hall. Present were Commissioners Gerleen Pitchford, Heidi Hogan, Sylvia Alston, Terry Newsom and Clara Debnam and Town Attorney Gilbert Chichester.

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

Commissioner Pitchford made a motion seconded by Commissioner Debnam, to accept the minutes for January as written. The motion was voted and carried.

Commissioner Alston questioned overtime charges for water and sewer repairs. Superintendent Hamm advised he couldn't leave occupied residents without facilities and didn't regulate the overtime and Commissioner Alston stated she just wanted to bring it to the Board's attention. Commissioner Debnam made a motion seconded by Commissioner Alston, to pay the bills as presented. The motion was voted and carried.

Commissioner Hogan made a motion seconded by Commissioner Alston, to accept and submit the CDBG Monthly Performance Status Report as presented. The motion was voted and carried.

Following discussion on the lowness of the winning bid and inspection of the work, Commissioner Hogan made a motion seconded by Commissioner Alston, to award the contract to the lowest bidder KBS Construction Company, contingent on review and approval by Town Attorney. The motion was voted and carried.

Commissioner Alston reported she had inspected the cemetery twice and the leaf debris had been removed at no cost thanks to Pete Decilles. Due to the weather she had postponed removing the flowers until March 1st and had contacted funeral homes and posted notices about the policy.

Commissioner Hogan reported the release of funds (for the CDBG Catalyst Grant) had been received, February 13 there would be a pre-bid meeting and the sealed bids opened February 27. She also wanted to remind people that due to the rent costs donations were still needed. Also the Citizen Participation Committee needed to meet the third week of February.

Commissioner Hogan reminded people leaves needed to be bagged. She sent letters to Bobby Johnson and Corey Cooke, Dominion employees, in appreciation for putting up the snowflakes for Christmas, taking them back down and replacing them with the flags.

Commissioner Hogan asked to be allowed to look into trading the former town landfill for three acres in the same area; she realized she couldn't make any deals. Mayor Bobbitt asked her to bring the information she collected to the work session.

Commissioner Newsom gave the police report for January. Chief Suggs advised the Charger had the radiator replaced several times and the rear end needed to be replaced in the Durango, estimated cost \$1,600 to \$1,800.00

Commissioner Pitchford gave the budget report for January; General Fund revenues YTD \$360,646 or 58%, expenditures \$259,024 or 42%, Water/Sewer Fund revenues YTD \$249,566 or 66% and expenditures \$195,162 or 52%.

Commissioner Debnam reported the Town had purchased 2,691,000 gallons of water and sold 1,771,000, two bacterial tests were negative. There had been no overflows, inspections or violations in the wastewater system.

Mayor Bobbitt advised she had attended the library meeting and they were very excited about moving, new books had been order with grant moneys and they were packing up non-essentials. In response to a question, Commissioner Hogan advised the shelving at the current location belonged to the Town and would be moved to the new library.

Mayor Bobbitt read a proclamation naming February 15, 2014, Mattie Johnson day in honor of her 105th birthday.

Commissioner Newsom made a motion seconded by Commissioner Hogan, to enter into closed session pursuant to NCGS 143-318.11(a) (6) to discuss personnel and (3) to consult with the attorney. The motion was voted and carried at 7:05 pm.

Commissioner Pitchford made a motion seconded by Commissioner Hogan to resume the regular session at 7:18 pm. The motion was voted and carried.

Commissioner Alston stated that looking at the agenda something needed to be changed and made a motion to allow for citizens to ask questions after the Commissioner's reports. Mayor Bobbitt expressed the opinion the citizen comment period was enough and Mr. Chichester stated Commissioner Alston had a valid point but responding immediately might not always be the best approach. Commissioner Alston advised she had made a motion and asked the Mayor to ask for a second. Following further discussion Commissioner Pitchford asked Commissioner Alston to re-state the motion. Commissioner Alston stated I move, due to citizens not hearing a Town Commissioners' reports until the public meeting of Littleton Town Council, that we provide time on the agenda after all commissioner's reports are completed for citizens to ask about or get clarification on the commissioners' reports and that an individual be allowed no more than two minutes to request clarification and, furthermore, that the commissioners' be given an option to answer or take the question under consideration and get back to the citizen with the answer to the question in a timely manner rather than answering it at that time. Commissioner Pitchford seconded the motion. The motion was voted and carried with Commissioners Alston, Hogan, Pitchford and Debnam voting in favor and Commissioner Newsom against.

Commissioner Pitchford made a motion seconded by Commissioner Alston, to hire Wanda Clark as Town Clerk/Finance Officer at a salary of \$32,000 as of April 1st, with benefits and to hire her effective March 3rd at \$500.00 per week for a training period. The motion was voted and carried.

Mayor Bobbitt advised the next regular meeting would be March 3rd and the next work session date, February 18th, was also discussed.

Commissioner Alston made a motion seconded by Commissioner Hogan, to adjourn the meeting at 7:23 pm. The motion was voted and carried.

Clerk

General Account and Minutes of Closed Session Pursuant to NCGS 143-318(a) (3) and (6)

The Board of Commissioners discussed an applicant for the position of Town Clerk/Finance Officer.

Commissioner Newsom made a motion seconded by Commissioner Hogan, to adjourn the closed session at 7:18 pm. The motion was voted and carried.

Clerk