

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

The Board of Commissioners of the Town of Littleton held its annual public budget hearing on Monday, June 02, 2014, at 6:00 pm at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Terry Newsom, Clara Debnam and Heidi Hogan. Mayor Nada Diana Bobbitt presided over the meeting.

Mayor Nada Diana Bobbitt called the budget hearing to order at 6:05 pm. She asked Finance Commissioner Gerleen Pitchford to please publically read the budget ordinance. After brief discussion and no public comment the budget hearing was closed.

Budget hearing adjourned at 6:20 pm

The Board of Commissioners of the Town of Littleton held their regular board meeting on Monday, June 02, 2014, at 6:30 pm at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Terry Newsom, Clara Debnam and Heidi Hogan. Mayor Diana Bobbitt presided over the meeting.

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

Commissioner Debnam made a motion seconded by Commissioner Pitchford, to approve the Agenda for tonight's meeting. The motion was voted and carried.

Commissioner Alston made a motion seconded by Commissioner Debnam, to approve the minutes from May as written. The motion was voted and carried.

Following review of the report, Commissioner Pitchford made a motion seconded by Commissioner Debnam, to submit the CDBG Monthly Performance Status Report. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Following review of the CDBG budget revision, Commissioner Alston made a motion seconded by Commissioner Hogan to approve the revision. The motion was voted and carried and a copy is hereby incorporated by reference and made a part of these minutes.

Following review of the CDBG Resolution selecting the Housing Services Manager Commissioner Hogan made a motion seconded by Commissioner Pitchford to approve the resolution. The motion carried and a copy is hereby incorporated by reference and made a part of these minutes.

Amendment No. 6 to Northside Grant to extend the date of completion was discussed. Following discussion, Clerk Wanda Clark was asked to contact Mark Russell and Ken Smith to find out why the work has not started as expected.

Dal Bobbitt and nine members with the Littleton Volunteer Department spoke on their concerns with the nonworking fire hydrants and upcoming ISO insurance rating inspection scheduled for the first two weeks of August.

Finance Commissioner Pitchford read proposed Budget Ordinance FY 2014-15 (O-14-001). No discussion, motion to accept by Commissioner Hogan, seconded by Commissioner Alston. Motion to accept carried.

Cemetery Commissioner Alston made a motion to the Board to administer a \$150.00 Cemetery Administrative fee at the time of grave opening effective July 01, 2014. The fee is to be split equally between the cemetery operating budget, the town general operating fund and the Cemetery perpetual fund. The fee of \$150.00 will be collected by the funeral home opening the grave.

Littleton Recreational Representative – following discussion Commissioner Hogan made a motion to assign Commissioner Alston the official Recreational Representative for the Town of Littleton. Motion seconded by Commissioner Newsom. The motion carried.

Water Sewer Policy updates. Commissioner Debnam brought before the Board suggested changes to the current Water Sewer Policies. She presented the following changes: \$10.00 transfer fee to relocate water service within 2 years of activation, documentation of a leak repair required for a sewer adjustment to the account once a year, and \$10.00 free for meter re reads if the Town is at fault for billing, customers allowed one fee re read per year. Also water sewer accounts need to be in the actual living resident of the account. There are a considerable number of accounts that are in the deceased parent or spouse's name. All accounts by law are to be updated with current resident account holder. Motion was made by Commissioner Debnam and seconded by Commissioner Newsom and the motion carried to install \$10.00 re read fee effective July 1, 2014.

Cemetery Report – Commissioner Alston reported that the cemetery had been mowed twice and the Boy Scouts had placed and removed flags for Memorial Day.

Street Report – Commissioner Hogan reported that the street patching had been completed and will be paid with Powell Bill funds. Community Service provided assistance with litter pick up and weeds control.

Library Report – Commissioner Hogan reported that the Library project continues on schedule and could be completed as early as the end of June.

Police Report – Commissioner Newsom read the May Police Report. A copy is hereby incorporated into the minutes.

Finance Report – Commissioner Pitchford read the May Finance Report. A copy is hereby incorporated into the minutes.

Water/Sewer Report – Commissioner Debnam read the May Water/Sewer Report. A copy is hereby incorporated into the minutes.

There were no citizen comments on the Commissioners Report.

Motion to enter into closed session by citing [G.S. 143-318.11(c)] Commissioner Alston, seconded by Commissioner Pitchford to discuss personnel matters. The process of hiring a Police Chief was discussed and the board updated. Closed Session adjourned.

Motion was made by Commissioner Alston, seconded by Commissioner Newsom to make Commissioner Pitchford Deputy Police Commissioner to assist during the hiring process of the new chief. The motion carried.

Mayor Bobbitt advised the next regular work session June 17<sup>th</sup>.

Commissioner Alston made a motion seconded by Commissioner Debnam to adjourn the session at 7:20 pm. The motion was voted and carried.

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Clerk