

The Littleton Board of Commissioners held a work session Tuesday, August 19, 2014, at 10:00 am, at the Town Hall, 112 E. South Main Street. The following members were present: Mayor Bobbitt, Police Chief Winifred Bowens, Commissioners Clara Debnam, Gerleen Pitchford, Terry Newsom, Heidi Hogan and Sylvia Alston. Chief Winifred Bowens.

Mayor Bobbitt called the meeting to order at 10:05 a.m.

Motion to enter into closed session pursuant to NCGS 143-318.11(a) (6) to discuss personnel. Police Chief Bowens reported on background checks and review of fulltime police officer candidates. Motion to adjourn closed session and return to open work session.

The Board agreed to not fill the fulltime police officer position at this time. The Board will continue to operate the Police Department with Chief Bowens with current 6 part time officers and advertise for additional part time officers in the future.

Burn Permit – Final version presented by Commissioner Newsom. The Permit will be administered by the Town Hall with a copy for the permit holder and informing the police and fire departments. Motion to adopt Permit, voted and carried.

Adjustment and Planning Board Appointments – Bob Burke requested motion to extend current terms for an additional six months. Motion by Commissioner Hogan, seconded by Commissioner Newsom, voted and carried.

Masonic Lodge Lease – Safety concerns for the building and current lease to the Masonic Lodge were discussed. Commissioner Hogan made the motion to restrict any future signage on the building, seconded by Commissioner Alston – voted and carried. Mayor Bobbitt will contact John Phelps (NCLM) and Gilbert Chichester regarding legal matters of the lease and safety concerns and report at the next meeting.

CDBG Catalyst Grant – Proposals for planned improvements to common area behind library for community development were discussed. The proposals have been made available for public review in the Town Hall. NC Dept of Commerce Rep. Valerie Moore is scheduled for site visit 09/03/2014 for audit and review. No decision was made at this time.

Motion to enter into closed session regarding real estate property by Commissioner Alston, seconded by Commissioner Pitchford - Wells Fargo has offered a property as a donation to the Town. Commissioner Hogan has discussed the offer with Gilbert Chichester. Motion to adjourn closed session and return to open work session.

Motion to accept property on Bacon Road from Wells Fargo by Commissioner Hogan, seconded by Commissioner Debnam. Voted and carried. Commissioner Hogan will handle the process with Gilbert Chichester. Motion for Commissioner Hogan to negotiate with potential buyers on the property for the future purchase DENR approved land for landfill property. Voted and carried.

Library Update – Commissioner Hogan updated the Board on the Grand Opening plans 09/06/2014.

Festival Update – Commissioners Pitchford and Hogan informed the Board on security for the Festival. Halifax County Sheriff's Dept has donated support with officers on duty to Chief Bowens and the Littleton Police Dept.

Ordinance Review – Town of Littleton Ordinance's need updating to be enforceable. The Mayor assigned each member of the Board a section for review and update. Recently codified ordinances for the Town of Weldon are available as a sample. Have ready for review by the October work session

Commissioner Newsom- Flooding Emergency Mgt.  
Commissioner Hogan - Streets & Sidewalks, Health, Sanitation and Fire  
Commissioner Pitchford - Traffic Code  
Commissioner Alston - 130-132

Commissioner Debnam - Public Works  
Mayor Bobbitt – Definitions

L.I.P. Letter – The Mayor will return to the Board after letter is signed by concerned citizen.

Police Insurance Policy – Commissioner Hogan made the motion, seconded by Commissioner Newsom to accept the policy renewal. Voted and carried.

Neighborhood Watch – Commissioner Alston updated the Board on movement towards Block Captains and working with Chief Bowens.

FEMA Grant Funds – Funds are available for emergency management planning and preparation. Letters of Interest (petition) should be submitted to Terry Newsom by August 25, 2014 for review and submitted to FEMA/Raleigh. Suggested plans include Police generators, lights, supplies and storm drain repairs.

Town Attorney – Gilbert Chichester has announced his retirement, the Board discussed attorney Charles Vaughan, Melissa Pelfry and Earl Britt. The Mayor will contact attorneys on their willingness to offer services to the Town. She will also contact the NCLM and SOG for references.

Welcome Reception for Chief Bowens – the reception is entirely by personal donation, no tax payer dollars.

Accounts Payable – Motion to add New Dixie Oil to the middle of the month bills for review later at the board meeting approval. Commissioner Alston made the motion, seconded Debnam. Voted and carried.

Motion to go into closed session – regarding part time employees, 1000 hour rule and retirement, Law enforcement officer's overtime. Motion to adjourn closed session and return to open work session.

Motion by Commissioner Alston to start annual 1000 hour rule on the fiscal year, July 1<sup>st</sup>.

Policy – part time police officers will work 28 day cycle at 168 hrs, anything over 171 hrs is paid at OT.

Motion to pay retirement for Leslie Carver by Commissioner Newsom. Voted and carried.

Mayor Bobbitt will make a proclamation for Officer Coles for his exemplary service to the Town as Interim Chief.

Commissioner Alston requested a Proclamation for Hwy158 to prioritize NC DOT project between I-85 and I-95.

Motion to adjourn by Commissioner Pitchford, seconded by Commissioner Debnam to adjourn the work session at 12:35 p.m. The motion was voted and carried.

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Clerk