

## Town of Littleton Board Work Session – 10:00 am 02/10/2015

The Board of Commissioners of the Town of Littleton held a work session on Tuesday, February 10, 2015 at 10:00 am at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Clara Debnam and Heidi Hogan. Mr. Mark Russell (MackGay Assoc), Mr. Joe Dooley (UCPCOG), Mr. Ken Smith (KBS Construction), Mr. Keith Hamm and two members of the public were in attendance.

Motion made by Commissioner Alston and seconded by Commissioner Hogan to appoint Commissioner Debnam Mayor Pro-Tem for the meeting. The motion voted and carried.

Mayor Pro-Tem Debnam called the meeting to order at 10:04 am.

Mr. Mark Russell addressed the Board on the balance of work to be completed and the remaining grant funds available. Motion by Commissioner Alston and seconded by Commissioner Pitchford to approve Amendment No. 7 to extend the end date of the grant to 06.30.2015. The motion voted and carried. He projected approximately 50K remaining available in the balance of funds available for use in water and sewer projects prior to end date. Mr. Hamm specified a request for a storage unit approximately 24' x 30' metal structure on concrete pad at the WWTP to house additional new and used pumps and equipment in the original scope of the project. He would also finalize list of projects to Ken Smith.

Mason's Lease – Gerleen Pitchford reported no updates from the Mason's.

Town Attorney – Commissioner Hogan made the motion, seconded by Commissioner Alston to retain Mr. Kris Gardner as Town Attorney for a period of one year to be Littleton Town attorney effective 03.01.2015. The motion voted and carried. Finance Officer Wanda Clark reminded the Board to consider budget amendment for revised legal fees.

Halifax County Water Purchase Contract – Clerk Clark updated the Board on the contacting Greg Griffin – Contract is renewed annually. Rate will go up on 07.01.2015 to 3.05/1000 gal. Motion made by Commissioner Alston, seconded by Commissioner Pitchford to forward letter and contract to new attorney Kris Gardner. Motion voted and carried.

Hiring of part time police applicant – Motion made by Commissioner Pitchford and seconded by Commissioner Hogan to hire Andrew Belgreat as part time police officer at a rate of \$12.50 per hour contingent on approval and certification from Training and Standards Division of NC Dept. of Justice. Motion voted and carried.

125 Cafeteria Plan – The Board revisited the 125 Cafeteria Plan is sue for employees. Commissioner Alston made the motion, seconded by Commissioner Pitchford to not participate in a 125 Cafeteria plan for town employees. The motion voted and carried.

Reflective House Numbers – Halifax County Emergency Management requires proper house numbers. Clerk will find out County required size of house numbers.

**Motion to go into closed session pursuant to NCGS 143-318.11(a)(6) to discuss personnel at 10:55 am** Commissioner Alston, seconded by Commissioner Pitchford the motion voted and carried.

The Board returned to open session at 11:47 a.m.

The motion was made by Commissioner Alston and seconded by Commissioner Hogan to discontinue (due to budget restriction) effective 03.01.2015 group health and life insurance benefits to fulltime town employees. The motion voted and carried.

Motion made by Commissioner Alston, seconded by Commissioner Hogan change rate of pay for Mr. Keith Hamm to \$46,500.00 annual salary, \$40,000.00 annual salary for Wanda Clark and \$47,000.00 annual salary for Winifred Bowens effective 03.01.2015. The motion voted and carried.

Commissioner Pitchford suggested the Board present Gilbert Chichester with a plaque for his many years of service to the Town of Littleton.

Commissioner Alston made the motion seconded by Commissioner Hogan to adjourn the meeting at 12:18 am. The motion carried.

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Clerk

General Account and Minutes of Closed Session Pursuant to NCGS 4-318(a)(3)

Board Members discussed employee health and life benefits provided by the Town of Littleton to full time employees. Commissioner Alston made a motion, seconded by Commissioner Hogan to return to regular session at 11:47 a.m. The motion was voted and carried.

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Clerk