

Town of Littleton Board Work Session – 10:00 am 07/21/2015

The Board of Commissioners of the Town of Littleton held a work session on Tuesday, July 21, 2015 at 10:00 am at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Clara Debnam and Heidi Hogan.

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

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

Mason's Lease – Mr. Jeff Peeden, representing the Masons had requested an opportunity to speak with the Board but was not in attendance at the meeting. Following lengthy discussion on the condition of the building, the Town's liability and "Fair Market Value" Commissioner Hogan made the motion seconded by Commissioner Pitchford to notify via letter that the current lease terminates on September 30, 2015. The motion voted and carried unanimously.

Fee Schedule – The Board continued discussion on the Fee Schedule tabled from the Board meeting 07/06/2015. The discussion centered on the \$250.00 Street Closing Fee. The fee is already on the schedule but not collected in recent history for street closure/parades/festivals. Commissioner Hogan took the position to waive or remove the fee. Commissioner Alston made the motion seconded by Commissioner Pitchford to approve the Fee Schedule as presented. The motion voted and carried with a 3/1 vote.

Festival Policy – The Town of Littleton needs to develop an official festival policy. Commissioner Hogan was delegated to work on creating an official festival policy for the Town of Littleton.

Annual Audit Contract – Audit contract presented from Larry E. Carpenter, CPA. Commissioner Alston made the motion seconded by Commissioner Pitchford to accept the audit contract with Larry E. Carpenter, CPA for the annual financial audit. The motion voted and carried.

BB&T DOT sidewalk issue – Commissioner Hogan reported she is continuing to work with Ron Keeter and Ray Rightmeyer to find a solution to the storm water/sidewalk issue in front of BB&T. Ray Rightmeyer should be dropping of an estimate of the necessary work today or tomorrow.

NC DENR report CIP Water Sewer – Mr. Keith Hamm presented the findings of the collection audit from June 2015. The findings: Capital Improvement Plan (CIP) Board approved, cleaning of gravity field 6k annually and the generator at McIver. The Town has 40 days within receipt of the letter to respond. Keith will present for the Board meeting August 03, 2015. Commissioner Alston made the motion seconded by Commissioner Pitchford to request a change order on the Rural Center Northside grant to use the funds previously changed to include the Boone lift station project. The change request is to repair or purchase the generator at McIver lift station. The motion voted and carried unanimously. Clerk will contact Mack Gay Associates to contact Mr Keith Krizwicki on the change request.

Book bag give a way – reminder that the Dominant Dawgz MC of Littleton, NC will be giving away book bags and school supplies on August 8, 2015 at the municipal parking lot.

Halifax Horizons – Commissioner Terry Newsom submitted recent minutes and a letter from Halifax Horizons and reminded the Board that even though we did not remit any dues last year we are still invited to attend and included in Halifax Horizons meetings.

Burn Permit request – Town resident Lee Myrick (110 Shaw Street) submitted a burn permit request to burn the large amount of tree/brush debris in front of his property. Town Street Commissioner Hogan had previously denied the pickup of the tree/brush debris as part of the normal volume of street debris pick up. Commissioner Alston recused herself from the discussion for personal reasons. The Commissioners agreed this was a large amount of debris and did not conform to the 5', 5" rule but did not want Lee Myrick to burn the brush debris. Commissioner Pitchford made the motion seconded by Commissioner Debnam to deny the Burn Permit and pick up the debris. Commissioner Alston abstained from the vote. The motion voted and carried.

Police building repairs – Commissioner Pitchford met with the LKG Baptist volunteer group to assess the back door repairs. The group will prepare a list of materials for the repairs and perform the work free of labor charges. Commissioner Pitchford requested permission to purchase the necessary materials not to exceed \$1000.00. Commissioner Alston made the motion, seconded by Commissioner Hogan to allow Commissioner Pitchford to purchase the supply \$500 list not to exceed \$1000.00. The funds are to be paid from Police supply budget. The motion voted and carried.

Commissioner Pitchford reported to the Board the COP (Cops of Patrol) program will hold an informational meeting at the library on September 09, 2015 for interested citizens.

The Lake Gaston Chamber of Commerce sent an email regarding a Tourism meeting in Warrenton, NC on 07/23/2015 if anyone is interested in attending.

Commissioner Pitchford made the motion seconded by Commissioner Alston to pay the invoices from June 2015 as presented. The motion voted and carried.

Commissioner Alston asked for an update on the progress of retooling of the Town of Littleton Website – The Clerk reported no activity or progress on the website since May 2015 from Halifax Community College. Following discussion the Board requested Deputy Clerk Leslie Carver to join the meeting. She is willing to review the project and provide an estimate of her fee for professional services. The Board requested she have the estimate prior to the August 18, 2015 work session.

Water and Sewer Superintendent Keith Hamm reported to the Board that in October 1, 2016 the Town will be required to participate in the LOCATE 811 Program. He will present to the Board officially at the next Board meeting.

Commissioner Alston made the motion, seconded by Commissioner Hogan that she have Board approval to purchase easels (2) for the Town under \$200.00. The motion voted and carried.

Discussion was held by the Board on retaining a Cemetery Supervisor to locate graves for a fee. Commissioner Alston requested permission from the Board to approach individuals who may be interested in performing this "on call" service for a fee. This fee would be paid out of the Cemetery Administration Fee of \$150.00. Commissioner Alston made the motion seconded by Commissioner Hogan to move forward with acquiring a Cemetery Supervisor with the fee negotiable. The motion voted and carried. The Cemetery Committee will continue to review and propose revised Cemetery Ordinances to be more effective and up to date.

Commissioner Alston requested "Thank you" letters be sent to those individuals that assisted with the mural dedication ceremony and reprint the three Certificates of Appreciation for the owners of Casa Mia's.

Commissioner Pitchford reported to the Board that Officer Mark Oakley is working on updating the Town Ordinances including the Animal Ordinances.

Commissioner Terry Newsom arrived at the meeting at 11:25 am.

Commissioner Alston inquired with the Board on “business operating in residential districts”. Is the Board going to allow businesses to operate in residential zoned areas of the Town? The discussion turned to a Business Registration and how does the Town of Littleton know who is operating a business within town limits. Commissioner Alston made the motion seconded by Commissioner Hogan to send all businesses a letter informing them of the Business Registration and charge a fee of \$20.00. The motion voted and carried. The Clerk will prepare a Resolution to be adopted at the Board Meeting August 03, 2015.

Commissioner Alston reported to the Board that there was unclaimed property with the State of NC in the name of Littleton Recreational in the amount of \$4,320.00. The Clerk has been submitted a claim on these funds. Mr. Clyde Johnston agreed any funds from this former recreational account should go to the town. The consensus of the Board was that if funds are received they should go into recreational activities.

Commissioner Newsom made the motion seconded by Commissioner Hogan to go into Closed Session at 11:35 am. The motion voted and carried. Commissioner Hogan invited Keith Hamm to remain in the Closed Session, the Board agreed.

Commissioner Pitchford made the motion seconded by Commissioner Hogan to return to Open Session at 11:38 am. The motion voted and carried.

Commissioner Alston made the motion seconded by Commissioner Pitchford to increase the wage of Leslie Carver to \$14.50 per hour and includes federal holiday pay. The motion voted and carried.

Clerk Clark reported to the Board that she will be away the week of July 27 – 31 to attend a Public Funds Management Course.

Following discussion of retaining an engineer on record for the Town of Littleton Commissioner Newsom made the motion seconded by Commissioner Alston to contact Green & Co Engineering Firm via letter to be the engineer on record. The motion voted and carried.

Commissioner Hogan made the motion seconded by Commissioner Pitchford to adjourn the meeting at 12:41 pm. The motion voted and carried.

Clerk