

TOWN OF LITTLETON
LITTLETON, NORTH CAROLINA

December 07, 2015

AGENDA
Monthly Board Meeting 6:30 pm

1. Call meeting to order 6:30 p.m.
2. Pledge of Allegiance followed by Invocation
3. Motion to Approve the Agenda
4. Oaths of Office:
 - a. Clara Debnam, Commissioner
 - b. Gerleen Pitchford, Commissioner
 - c. Donald Spragins, Commissioner
5. Election of Mayor Pro Tem, Oath of Mayor Pro Tem
6. Consider approval of Minutes of meeting(s) held November 2015
7. Approval for payment of bills made in November 2015
8. Adopt Official Meeting and Holiday Calendar 2016
9. Citizens Comments/Concerns limited to 5 minutes –
 - a. Charles Harvey – Payment considerations for excessive water/sewer bills
 - b. Bernard Burch – 105 Johnston Street Alley concerns
 - c. Diana Bobbitt – Cemetery Ordinance Amendments
 - d. Charles Harvey – Cemetery Ordinance Amendments
 - e. Dal Bobbitt – Cemetery Ordinance Amendments
 - f. Alton (Buzzy) Parker – Cemetery Ordinance Amendments
10. Consider Cemetery Ordinance Amendments
11. Commissioners Reports on activities in November 2015
12. Citizens Comments on Commissioner Reports – comments/questions - limited to 2 minutes.
13. Mayor’s remarks. –
14. **Motion to enter into closed session pursuant to NCGS 143-318.11(a)(3)**
 - a. Consult with Attorney
15. Adjourn.

Next Board Meeting scheduled Monday, January 04, 2016 at 6:30 pm.
Next Board Work Session scheduled Wednesday, December 15, 2015 at 10:00 am.
All meetings are open to the Public.

**Town of Littleton
Minutes 12/07/2015**

The Board of Commissioners of the Town of Littleton held the regular Monthly Board Meeting on Monday, December 07, 2015 at 6:30 pm at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Clara Debnam and Heidi Hogan. Commissioner Elect Donald Spragins, Town Attorney Kris Gardner and fifteen members of the public were also in attendance.

Town Clerk Wanda Clark called the meeting to order at 6:30 pm. The meeting opened with the Pledge of Allegiance. Rev Faulcon performed the invocation.

Commissioner Pitchford made a motion, seconded by Commissioner Debnam to approve the Agenda. The motion was voted and carried.

Oaths of Office – Clara Debnam, Gerleen Pitchford and Donald Spragins were sworn into office as Commissioners for the Town of Littleton by Town Clerk Wanda Clark.

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

Oath of Office - Clara Debnam was sworn in as Mayor Pro Tem by Town Clerk Wanda Clark.

Commissioner Pitchford made a motion seconded by Commissioner Hogan to approve the minutes from November 2015 with one grammatical correction. The motion was voted and carried.

Commissioner Hogan made the motion seconded by Commissioner Pitchford to approve the payment of the bills made in the month of November 2015. The motion voted and carried.

Mayor Pro Tem Debnam presented the Official 2016 Meeting and Holiday Calendar for the Town of Littleton. Commissioner Pitchford made the motion seconded by Commissioner Hogan. The motion voted and carried. The 2016 Calendar will be posted on the Town website and available at Town Hall.

Citizen Comments – Mr. Charles Harvey respectfully asked the Board to consider a case by case evaluation of citizens if the entire water bill exceeds the normal bill by \$500.00 and to consider payment plans of up to six months to a year. He cited a recent example of a water leak at Marlene Melvin \$1440.00. A payment plan was made for three months. He suggested Town Employees and Commissioners make additional attempts to contact the account holder especially when disabilities are significant.

Mr. Bernard Burch, 105 Johnston Street was not in attendance.

Former Mayor Diana Bobbitt – requested the Board of Commissioners have a Public Hearing to discuss the new Ordinances on the Cemetery rather than only placing on the website and making copies available at the Town Hall. She suggested the proposed ordinances would be more costly to the Town. The document is negatively written and requested that it be rewritten in a more positive light. She requested the Board table the issue until a public hearing could be scheduled for additional input from the citizens.

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Mr. Charles Harvey – addressed the Board with comparisons of Littleton and the Town of Weldon. He cited the low cemetery fees in Weldon. He requested the Board consider other options for revenue than the cemetery. He suggested the Town copy and imitate the successes of Weldon, NC.

Mr. Dal Bobbitt – addressed the Board on the Cemetery Ordinance. His family plot was purchased in 1957 and he is unable to present the original receipt. Mr. Bobbitt prefers the set of rules from 1957. He requested the Town reconsider the name of the “Administration fee”. It would be better termed a maintenance fee. He suggested Mr. Bobbitt an increase (1% or 1.5%) in the local sales tax rate would be a better way to pay for the costs of the cemetery. He thanked the Board for their service to the Town and the opportunity to be heard.

Mr. Alton (Buzzy) Parker preferred to hold his comments until a time when the Cemetery Commissioner was present.

Commissioner Pitchford made the motion seconded by Commissioner Hogan that the issue be tabled until the work session. The motion voted and carried.

Conversation was held on voting on ordinances in work sessions; Suggestions were made that this particular issue should be voted on at public meeting perhaps at the January 04, 2016 meeting. Mr. Harvey noted that the public may attend work sessions but are unable to comment unless the Board agrees to allow comments from the public on open issue.

Resolution R-15-004 – Resolution by Governing Body pertaining to the Community Development Block Grant (CDBG) under the 2012 CDBG Catalyst Program. This resolution is required with a change in Mayor. Commissioner Pitchford made the motion seconded by Commissioner Hogan to accept the Resolution as written. The motion voted and carried.

Commissioner Reports on activities during the month of November 2015 -

Street Report – Commissioner Hogan announced leaves are being picked up as scheduled. The Town will pick up live Christmas trees following the holidays. She reported dumping of large items (mattresses) along Bacon Road at Halifax Street. The County is responsible for picking up these items. However this is a poor reflection on the town so please be vigilant if you see anyone dumping. There are two estimates coming in to clear the clogged drains along North Main Street. This issue will be considered at the work session. She has met with Duke Energy to install six additional street lights in Littleton. Two current lights will be moved to be more effective. All the black lamps post on North Main will be repaired by Duke Power. Dominion Power provided the bucket truck for the hanging of the snowflakes along South Main. She announced a Christmas Carol Sing-a-long at the Town Christmas Tree at Casa Mia parking lot on Friday, December 11 at 7:00pm. Lake Gaston Baptist Church will lead the caroling. She was excited about the 40 new bikes given away at the Christmas Parade. Mr. Derrick McGee and Chappy James American Legion sponsored the bike give away.

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

Police Report – Commissioner Pitchford read the November Police Report. A copy is hereby incorporated into the minutes. She reported Chief Bowens is interviewing for a part-time police officer. She again announced that Zaxby’s restaurant in Roanoke Rapids, NC will sponsor the Littleton Police Department with 10% of all sales during the hours of 5:00 – 8:00 pm on December 14th. Halifax County Deputy Toy Drive continues until December 18, 2015. She thanked the Sheriff’s Departments of Warren and Halifax County and the Citizens on Patrol (COPs) from Littleton and Roanoke Rapids for their assistance with the Littleton Christmas parade Saturday, Dec.05,2015. She expressed appreciation to Officer Joey Spragins for his willingness to represent Littleton in the Law Enforcement Support Class (12/01) and NC Highway Safety Tree of Life Ceremony

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(12/04). Officer Spragins did this on his day off at his own expense. Officer Spragins has been maintaining the points system for the Gov NC Highway safety – LPD will receive some equipment for participating in the program. Officer Oakley gave a brief presentation on safety during shopping and the holidays.

Water/Sewer Report – Commissioner Debnam read the November (10.15.15-11.15.15) Water/Sewer Report. A copy is hereby incorporated into the minutes. Commissioner asked Mr. Hamm if he had been able to contact Mr. Cooke on the flooding issue at Jamie Riggins home on Mulberry Street.

Citizens Comments – Final Leaf pick up will be mid-January. Leaves should NOT be bagged. Brush will be picked up before Christmas. Commissioner Spragins will be appointed a commission at the December work session. Ms. S. Harvey, 395 South Square Drive, Littleton requested an opportunity to speak with someone about Freeman Harvey’s water bill. Mayor Pro Tem Debnam said to see her after the meeting.

Mayor’s Remarks – Mayor Pro Tem Debnam thanked all for coming to the meeting. She thanked the PD for their safety tips, and recognized Rev & Mr. Faulcon and Sheriff Wes Tripp.

Motion to enter into closed session pursuant to N.C.G.S. 143-318.11(a)(3) to consult with attorney made by Commissioner Pitchford and seconded by Commissioner Hogan. The motion voted and carried at 7:45pm.

General account of Closed Session – The Board went into closed session at 7:50pm. Discussion was held with Town Attorney Kris Gardner on possible pending litigation.

The Board returned to open session at 8:15pm

Commissioner Pitchford made the motion seconded by Commissioner Hogan to allow Tharrington Smith to pursue legal action against defendants Lane & Associates and Mack Gay Associates.

With no further business Commissioner Spragins made the motion, seconded by Commissioner Hogan to adjourn the Board Meeting at 8:30p.m. The motion was voted and carried.

Clerk