

## **Agenda items 01.19.16**

### **Work Session**

UCPCOG – Survey for services – see attached  
Bank Signature Resolutions – Determine new check signers – Resolution for 02/01/2016 Board Meeting  
Community Service Workers – Lutherans, Baptists and Ha Co Parolees  
Cemetery Ordinance update  
Elle Baker Update  
Mason Roof – Heidi met with contractor  
Grant Signatures – Update with new Mayor- Resolution for 02/01/2016 Board Meeting  
Mayor as Cemetery Super -  
Website Update - Leslie  
Engineer of Record  
T Newsom tribute  
Audit Review  
Mayor Reception  
Harvey Response  
Police Station renovation  
National Night Out  
Hog Ordinance § 95.20 (Ord. O-86-003)  
Visioning Exercise date?

The Board of Commissioners of the Town of Littleton held a work session on Tuesday, January 19, 2016 at 10:00 am at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Heidi Hogan, Don Spragins, and Sylvia Alston. Mayor Ron Girdley presided over the meeting. Librarian Kim Gray and WS Superintendent Keith Hamm were also in attendance.

Mayor Girdley called the meeting to order at 10:03 am.

The Board discussed the Survey of services request from Upper Coastal Plains Council of Government – Following discussion the Board agreed to complete the survey and return to UCPCOG.

**Bank Signature Resolutions** – Following discussion the Board agreed to proceed with resolutions authorizing Mayor and Mayor Pro Tem as bank signers. The Clerk will prepare to include in the agenda 02.01.2016.

**Community Service Workers** – tabled until Chief Bowens is available to meet with the Board.

**Cemetery Ordinance updates** – Commissioner Alston noted the issue is tabled until she has more time to devote to the project.

**Ella Baker Update** – Commissioner Alston reported the Committee has met with three school districts in Halifax Co and Warren Co to perform the skit “Freedom Rings” on Feb 4 – 5, 2016.

The Committee is working on raising the matching funds of \$1750.00 to meet the Halifax County Arts Council grant of \$1750.00. Inaugural Ella Baker Day, April 15<sup>th</sup> plans are still developing. Proclamation would be read by Town Crier on the front lawn at Lakeland Theater Company, Mosby Avenue, Littleton. Followed by exhibits and programs at the Littleton Civic Center The Committee is selling advertisements in the program of the play as a fund raiser. Commissioner Hogan made the motion seconded by Commissioner Alston to authorize the Town purchase the back inside cover in the amount of \$250.00, \$50.00 to be paid from each budget to accommodate the expense. The motion voted and carried. Commissioner Alston will work with the Committee on the ad.

**Mason Roof** – Commissioner Hogan reported to the Board that she met with a contractor (Robert Hester) to offer an opinion on the roof repair or replacement. His suggestion was the problem could be solved with scupper modification to allow water flow directly without collecting and causing it to seep under the rubber roof. The modification (repair) could be as inexpensive as \$500.00. Commissioner Hogan contacted Mr. Jeff Peeden to discuss this option for repair and request consideration of the Mason Board. No further action was taken.

**Grant Signatures** – The CDBG grant signature cards need to be updated post-election. The Clerk will prepare Resolution for adoption at the Board Meeting 02.01.2016.

**Mayor Cemetery Supervisor** – Prior to the meeting the Clerk consulted with Town Attorney Kris Gardner to determine if Mayor Girdley could remain as Cemetery Superintendent. Mr. Gardner advised the Board should approve a limited amount contract with Mayor Girdley at the February 01, 2016 Board Meeting. Commissioner Alston requested the Town Clerk pay Mayor Girdley the amount currently due (\$200.00) prior to approving a contract.

**Website Update** – Leslie Carver updated the Board that she will have a presentation ready for review next week.

**Engineer of Record** – The Board reviewed the three candidates interviewed on January 12, 2016. Following discussion with Mr. Keith Hamm Commissioner Hogan made the motion seconded by Commissioner Pitchford to adopt Green Engineering as the Engineer of Record for the Town of Littleton. The motion voted and carried.

**Terry Newsom Tribute** – Commissioner Pitchford researched appropriate tributes for a long serving Commissioner for years on the Board. She contacted a landscaper for suggestions on planting a memorial tree and what was the price range. She reported the cost of approximately \$250.00. Following a brief discussion, the consensus of the Board was that a contribution to Lakeland Arts Theater would be a more personalized tribute. Commissioner Alston made the motion seconded by Commissioner Hogan to donate \$250.00 in honor of Commissioner Newsom. The motion voted and carried. The gift will be matched twice during the current fund raising campaign at Lakeland for a total of \$750.00. The Board requested the Mayor attend the first show and make a formal announcement in honor of Terry Newsom and his years of service to the Town of Littleton.

**Financial Audit Review** – Clerk/Finance Officer reported to the Board the annual financial audit was complete and submitted to the state with no reported violations. It was requested the Clerk schedule the auditor to report formally before the Board at the next available meeting.

**Mayor Reception** – Commissioner Pitchford inquired if the Board would like to host a reception for recently appointed Mayor Girdley. Commissioner Alston suggested the Board host a small reception at the Town Hall before the Board meeting February 01, 2016 to introduce Mayor Girdley and newly elected Commissioner Don Spragins.

**Harvey Response** – Discussion was held on how the Board would respond to Mr. Charles Harvey regarding his presentation to the Board on January 4, 2016. The consensus of the Board was to have the Clerk write a letter, having the Mayor sign the formal response “any town clerk former or currently does not have the authority to suggest an alley be equally shared between the adjacent property owners”. Mayor Girdley presented information to the Board regarding the NC Open Meetings Law and the relevance to presentations during the public comment period.

**Police Station Renovation/Immediate repairs** – Commissioner Pitchford relayed she would like to contact Mr. Buster Dawson to do a complete analysis of the building. A discussion followed on options for needed repairs and the urgent need to paint POLICE DEPT over TOWN HALL. Commissioner Hogan will suggest Mark Glova (Lake Gaston Baptist) group contact Commissioner Pitchford to finish repairs to the back door. Commissioner Pitchford will contact Mr. Dawson.

**National Night out** – Commissioner Pitchford reported Chief Bowens would like to contact Chappy James, Dereck McGhee and inquire if they would like to coordinate the national night out event this year. She suggested whoever did it they open the event to food vendors and possibly select a date other than the Tuesday night when other municipalities hold their events.

**Hog Ordinance §95.20** – (Ord. O-86-003) Following discussion the Clerk was requested to contact the School of Government for suggested revisions to the ordinance and the effectiveness thereof.

**Visioning Exercise** date – Clerk inquired if the Board was ready to discuss or engage in a formal visioning process. Following discussion no decision was made.

**Economic Development Summit** - Commissioner Hogan reported to the Board she has invited 10 area individuals for a business economic summit to discuss Littleton (think tank) at her home next week. Mr. Don Spragins is invited to represent the Town and as a local business owner. This event will not be in violation of the Open Meetings Law as no more than 2 Board Members will be in attendance.

**Lawsuit Update** – The lawsuit has been filed at the Halifax Co Courthouse; copies are available for purchase at the Town Hall in the amount of \$1.30 each.

**PETA** – People for the Ethical Treatment of Animals – has signed up to present to the Board on February 1, 2016.

**Community Garden** – Commissioner Alston reported there is a group in town that may be interested in creating a small community garden. No further discussion was held.

**American Legion Army Helicopter** - Commissioner Spragins presented a “request for interest” from the local American Legion Post 308 to see if the town was interested in placing a small army helicopter as a memorial in town. Following discussion the Board had concerns for DOT right-a-way, permitting and placement of the helicopter. Commissioner Spragins was asked to communicate with Dick Kohl to pursue additional information and present plan to the Board for future consideration.

**“Small Town Home Town”** - The Board agreed to rerun the ad from 2015 in the Lake Gaston Gazette - \$100.00

Having no further business Commissioner Pitchford made the motion seconded by Commissioner Spragins to adjourn the meeting at 12:23. The motion voted and carried.

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Clerk