

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

February 01, 2016

**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. Consider approval of Minutes of meeting(s) held January 2016
5. Approval for payment of bills made in January 2016
6. Adopt Bank Signature Resolutions
  - a. R-16-001 NC Capital Management Trust
  - b. R-16-002 Branch Banking & Trust
  - c. R-16-003 First Citizens Bank
7. Adopt Cemetery Supervisor Contract Resolution– R-16-006
8. Adopt Halifax Community College/Ella Baker Committee Contract
9. Citizens Comments/Concerns limited to 5 minutes –
  - a. PETA – People for the Ethical Treatment of Animals
10. Commissioners Reports on activities in January 2016
11. Citizens Comments on Commissioner Reports – comments/questions - limited to 2 minutes.
12. Mayor’s remarks. –
13. Motion to enter into closed session pursuant to NCGS 143-318.11(a)(3)(6)
14. Adjourn.

**Next Board Meeting scheduled Monday, March 07, 2016 at 6:30 pm.**

**All meetings are open to the Public.**

The Town of Littleton is an equal opportunity provider, and employer.

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**Town of Littleton  
Minutes 02/01/2016**

The Board of Commissioners of the Town of Littleton held the regular Monthly Board Meeting on Monday, February 01, 2016 at 6:30 pm at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Heidi Hogan, Clara Debnam and Donald Spragins. Mayor Ron Girdley presided over the meeting. Twenty-Seven members of the public were in attendance.

Mayor Girdley called the meeting to order at 6:30 pm. The meeting opened with the Pledge of Allegiance and the Invocation.

Commissioner Alston requested the Halifax Community College/Ella Baker Committee contract be tabled until the work session. Commissioner Pitchford requested adding the adoption of proposed website to the Agenda. Commissioner Hogan made the motion, seconded by Commissioner Pitchford to approve the Agenda. The motion voted and carried.

Commissioner Alston made a motion seconded by Commissioner Debnam to approve the minutes from January 2016 as written. The motion was voted and carried.

Commissioner Debnam made the motion seconded by Commissioner Pitchford to approve the payment of the bills made in the month of January 2016. The motion voted and carried.

Adopt Bank Signature Resolutions – Commissioner Pitchford made the motion seconded by Commissioner Alston to adopt R-16-001(NC Capital Trust), R-16-002 (Branch Banking & Trust), and R-16-003 (First Citizens Bank). The motion voted and carried.

Resolution R-16-006 – Mayor ProTem Clara Debnam read Resolution R-16-006 adopting Mayor Girdley as the Cemetery Supervisor. Commissioner Alston made the motion seconded by Commissioner Pitchford to adopt Resolution R-16-006. Commissioner Alston commented that this was a position already held by the Mayor and the adopted Resolution is required by statute to be legal and transparent. The motion voted and carried.

Commissioner Pitchford made the motion to accept the proposal from Leslie Carver to redo the Town of Littleton website in the amount of \$1875.00. Commissioner Hogan seconded the motion. The motion voted and carried.

Commissioner Reports on activities during the month of January 2016 –

Cemetery Report – Commissioner Alston advised the date to remove Christmas decoration from individuals gravesites was February 01, 2016 per the (1957) Cemetery Ordinances.

Street Report – Commissioner Hogan noted last leaf and brush collection would be the first week of February. Lamp post lights along North Main, Duke Energy repaired the black lamppost and replaced with LED lights. If you have a street light that is burnt out, residents may call Duke Power directly with the appropriate pole number.

Water/Sewer Report – Mayor Pro Tem Debnam read the January (12.15.15-01.15.16) Water/Sewer Report. A copy is hereby incorporated into the minutes. Mr. Keith Hamm reported a notice of violation concerning BOD and Ammonia during the month of December 2015 due to the temperatures and the high volume of rain water infiltrating the waste water treatment plant.

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Police Report – Commissioner Pitchford read the January Police Report. A copy is hereby incorporated into the minutes.

Finance Report – Commissioner Spragins read the January Finance Report. A copy is hereby incorporated into the minutes.

Commissioner Alston reported monthly activities for the inaugural Ella Baker Day. Commissioner Alston Duke University Divinity school students and Methodist Bishop were hosted locally by the Ella Baker Committee at Littleton Methodist Church. The group visited the Ella Baker home site. There will be a public proclamation during the morning of April 15<sup>th</sup> on the lawn at Lakeland Theater Company with exhibits at Littleton Community Center. An evening event will be held April 15<sup>th</sup> at Halifax County Community College auditorium.

Citizen Comments – PETA – (People for the ethical treatment of animals) Ms. Ashley Rhodes, Community Outreach Liaison with the Norfolk, VA office. Community Animal Project assist with basic animal care, dog house program, supplies and food, vet services and a local volunteer field workers to assist with animal emergencies. A brief presentation was made on specific animal (dog) concerns within the town limits and how PETA can assist with care at no cost to the owners. PETA is also available to assist local jurisdictions with Animal Ordinance updates to ban chaining and tethering.

Mayor’s Remarks – Mayor Girdley shared his appreciation to the public for their attendance.

With no further business Commissioner Alston made the motion, seconded by Commissioner Debnam to adjourn the meeting at 7:06p.m. The motion was voted and carried.

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Clerk