

Work Session 05.17.2016

The Board of Commissioner of the Town of Littleton held the regularly scheduled work session on Thursday, May 17, 2016 at 10:00 am. In attendance were Commissioners Heidi Hogan, Sylvia Alston, Gerleen Pitchford, Clara Debnam, and Don Spragins. Police Chief Winifred Bowens, business owner Ann Moore (B&A Small Engine Repair) and resident Megan Chambers were also in attendance.

Mayor Girdley called the meeting to order at 10:12am.

B & A Small Engine Repair grading and gravel request – Ann Moore requested the Town of Littleton install 3 loads of gravel on Market Street (alley behind Grandpa’s Kitchen, Jack Tant Motors and B&A Small Engine Repair). She maintains the alley is also an easement with access to water and sewer hookups. The gravel, dirt alley is desperately in need of grading and gravel. The Board thanked Ann Moore for bringing this issue to the Board and the Board will consider available options after July 1st (FY 16-17) when funding is available.

Cooke’s dam – Keith reported he is waiting for next budget year (2016-2017) funds from the street budget to correct the problem. Following discussion Commissioner Alston made the motion, seconded by Commissioner Hogan to abolish the dam not to exceed \$3000.00 from Street Budget FY 2016-2017. The motion voted and carried unanimously.

Non-operating vehicles – Jamie Riggins has been contacted to remove the junk truck in his front yard as soon as possible. Clerk spoke with him and he was in agreement to remove the truck.

Warren County Water connection status – Keith Hamm reported that the water connection with Warren County was still not in working order. Following discussion the Board advised the Clerk to contact Town Attorney Kris Gardner to contact Mark Russell to complete the project.

WWTP – Surplus – tabled from 05.02.2016 (1 Craftsman riding mower (v\$0.00), 1 Troybuilt riding mower (v\$100.00), 1 Bobcat Skidstir loader (v\$500.00). Keith Hamm requested the Town surplus the above referenced equipment. Commissioner Alston inquired if this was equipment would be necessary to replace? Commissioner Pitchford made the motion, seconded by Commissioner Hogan to surplus the equipment in the best way Keith Hamm saw fit and any funds received will be placed in fund to purchase new equipment. The motion voted and carried.

Police Station – Renovation Project / Architectural Plans – Commissioner Pitchford presented conceptual plans for the police station renovation from Buster Dawson (Dawson Construction). Commissioner Pitchford requested permission from the Board to meet with USDA. The consensus of the Board was to move forward with meeting with USDA on possible funding sources. Commissioner Pitchford made the motion seconded by Commissioner Alston to approve the plans as presented. The motion voted and carried. Commissioner Pitchford also informed the Board she is talking with William Futrell to acquire the grass parcel behind the Police Station. Mr. Futrell is considering donating the parcel to the Town of Littleton. She will continue to pursue the issue.

Littleton Map Project - Mayor Girdley reported to the Board that he had contacted Sheila Mann and he personally did not want to see the project die. The Mayor thought it was a good marketing tool for the town businesses. The concession was this was a matter better handled by a merchants association. Mayor Girdley requested he be able to contact local advertisers. Commissioner Alston made the motion, seconded by Commissioner Hogan that the Map project be a merchant project and not a town endorsed project. The motion voted and carried.

American Legion – Viet Nam era helicopter – Mayor Girdley reported that Dick Kohl had approval from NCDOT to allow the helicopter at the veteran memorial site in Littleton. Commissioner Alston made the motion, seconded by Commissioner Pitchford to approve the project based on the copies of the endorsements letters (NCDOT and the Senator) be presented to the Board. The motion voted and carried.

Push Mower – Commissioner Hogan requested permission to purchase a push mower to maintain town green areas. Following discussion it was agreed to allow Commissioner Hogan to purchase a mower from Littleton Hardware not to exceed \$500.00.

CDBG Change Request – Commissioner Alston made the motion seconded by Commissioner Hogan to approve the change orders for the HUD House. The motion voted and carried.

Side walk repair (BB&T) – Commissioner Hogan reported the sidewalk curb repair would be done by NCDOT prior to end of fiscal year. Commissioner Hogan also reported the status of obtaining replacement grates. Grates will be paid with Powell Bill funds. Commissioner Hogan is also working with the District Attorney’s office to have community service offenders’ work in the streets department.

Sunset Hills Cemetery – Authorized to dig graves / Fee Schedule – Commissioner Alston presented to the Board issues of digging graves, suggested fee schedule changes and fines for ordinance violations. Commissioner Hogan made the motion, seconded by Commissioner Alston to allow only one approved vendor (Steve Allen Cemetery Works) for the digging on the graves. Clerk to notify local funeral homes of the designated contractor for Sunset Hills Cemetery. The motion voted and carried. Commissioner Hogan made the motion seconded by Commissioner Pitchford to hire Joseph Lee as General Maintenance Technician in the Senior Employment program through the Upper Coastal Plains Council of Government. The motion voted and carried.

Meridian Senior Living – Commissioner Spragins updated the Board on the continuing conversations with a Meridian Senior Living site in Littleton, NC.

Commerce Fellows Grant – Clerk Wanda Clark requested permission to work with Halifax County to apply for the NC Dept of Commerce Fellows Grant. Commissioner Alston made the motion seconded by Commissioner Hogan to pursue the NC Dept of Commerce grant application. The motion voted and carried.

Bacon Road Property– Commissioner Pitchford made the motion, seconded by Commissioner Alston to list the Bacon Road with Realtor Amy Hargrove. The motion voted and carried.

Communication – Mayor Girdley led the conversation on keeping lines of communication open between Board members and Town Hall. No formal action was taken.

With no further business the meeting was adjourned at 12:48pm.

Town Clerk