

**TOWN OF LITTLETON**  
LITTLETON, NORTH CAROLINA

**Agenda 06.21.2016**

**Work Session**

The Board of Commissioner of the Town of Littleton held the regularly scheduled work session on Tuesday, June 21, 2016 at 10:00 am. In attendance were Commissioners Heidi Hogan, Gerleen Pitchford, Clara Debnam, and Don Spragins. Police Chief Winifred Bowens, Kim Gray and Keith Hamm were also in attendance.

Mayor Girdley called the meeting to order at 10:00am.

**Mason's Lease** – Jeff Peeden, Master and Chuck Hux representing Littleton Royal Hart Lodge 407 (Masons) presented a proposal, estimated at \$20,000.00 for a new roof and fire escape by installing an exit door through one of the existing upper middle windows. In exchange The Lodge is willing to do this in exchange for an additional 25 years to the current lease (total 30 yr.) at the rate of \$50.00 per year and installation of their exterior sign above the door. Commissioner Hogan requested further clarification on the 10 year warranty of the roof. Mr. Peeden agreed to follow up with the roofing contractor specifically on any damages to other structures during construction and clarification on the 10 year warranty on the roof. Mr. Peeden noted funds were available to begin work as soon as authorized. Commissioner Spragins made the motion, seconded by Commissioner Pitchford to agree in principle to the terms as proposed and to have the lawyer proceed. The motion voted and carried. Clerk is authorized to contact lawyer to draw up new lease.

**ACTION ITEM**

**Police Department promotion** – Following discussion on the full time police officer approved in the Budget Ordinance 2016-2017, Commissioner Pitchford made the motion, seconded by Commissioner Hogan at the recommendation of Chief Bowens to promote Officer Dean McFadden from part time status to full time status effective July 5, 2016, at the rate of \$32,000.00 plus \$8,000.00 benefit package. The motion voted and carried unanimously.

**Non-operating vehicles** – In response to recent complaints about non-operating and abandoned vehicles in Littleton, Commissioner Pitchford presented a “draft” letter with a copy of the current Ordinances for Board review. She suggested the Board consider authorizing the Police Department to send a letter (such as this) to all violators within the city limits. The letter would then allow 30 days to have the property owners move the vehicles. If the vehicles are not moved after 30 day period then the police would have the vehicle towed at the owner's expense. Chief Bowens explained there is a process involved in obtaining VIN # and notifying the owners. It was suggested the Police Department rotate among local towing contractors who are able to tow and store in a secure (fenced) area. There was also discussion of how to notify the public. It was agreed by consensus that once a list of vehicles in violation is collected the town should post a public service notice via Facebook, on the Town Website and public notices at town hall indicating the police will begin enforcing the current ordinances on non-operating vehicles. Letters could be delivered by hand and or by certified mail. Re: Ordinance Chapter 94 – Commissioner Clara Debnam made the motion seconded by Commissioner Heidi Hogan to proceed with the letter with the recommended changes “owner responsible for contacting the towing company regarding retrieval of the vehicle so long as proof of ownership and payment of the towing and storage fees” ending paragraph 5, also adding the Police Chief and Mayor sign the letter. **ACTION ITEM**

**Operator Trainee Applicants** – Keith Hamm reported all applicants had been interviewed, following discussion with the Board Keith Hamm made the recommendation to offer the position of Operator Trainee to Philip Alston. Commissioner Pitchford made the motion, seconded by Commissioner Hogan to offer the position to Philip Alston at the rate of \$12.50 per hour with \$8,000.00 benefit package. Offer includes tuition reimbursement at 100% upon successful certifications with a three year employment agreement. The offer is contingent on successful review of background check and drug screen. The motion voted and carried unanimously. It was noted for the record that Emily Alston (spouse) is currently employed by Microbac in the food division (Wilson, NC); a division of Microbac not associated with the water testing division (Fayetteville, NC).

**Landfill Status Update** – Keith Hamm reported to the Board that he had met with representatives from NC Dept. of Natural Resources (Environment). He explained a state program where the state rehabilitates sites for leaf and debris only at no expense to the town. This can be as much a two year process but considered a viable option for the town. Mayor Girdley has sent a letter expressing interest in this program. Commissioner Spragins suggested and it was agreed to move forward with this program and to designate Keith Hamm and Mayor Girdley as points of contact with state representatives on this matter.

**Lighting repairs** – Commissioner Hogan received a quote from Harris Electric in the amount of \$1600.00 to replace 4 light fixtures in the ceiling in store room at 116 E South Main. She is obtaining two additional quotes. Commissioner Hogan suggested the upgrades could be paid for with remaining library donations. A discussion was held on how the town should pay for town building repairs. The storage space is mainly used by the library and friends of the library. The building currently needs a new roof, replace the light fixtures and repair the back section of the wall. It was agreed to not do any repairs until the new roof is installed. Following a lengthy discussion on use of the 116 E. South Main as storage space it was decided that 80% of the space is being utilized by the Library and 20 % as Street storage. It was agreed that Commissioner Hogan obtain two additional quotes to replace the lights.

**Storm Grate Quote** – Commissioner Hogan reported to the Board she had received a quote from Rightmeyer Machine Rentals, Inc. for storm water grate repairs. Estimate included Johnston Street (\$12,253.00), Roanoke Avenue ((\$1918.00) and Halifax Street (\$1,466.00) for a total of \$15, 637.00. Commissioner Hogan obtained prior authorization from Stephanie Benson to allow Powell Bill Funding to pay for these repairs. Commissioners Hogan made the motion, seconded by Commissioner Pitchford to move forward with the repair and replacement of the three storm water grates mentioned. The motion voted and carried unanimously.

**Abandoned Properties** – Commissioner Hogan requested authorization from the board to allow town employees (streets) to go on private citizen property to mow and clear overgrowth. Following discussion on how to enforce the Town of Littleton Ordinances and how to involve Halifax County Code enforcement. She noted 120 Spring Street and 220 Roanoke Avenue as properties of concern. Clerk advised to contact Halifax County on what options are available to municipalities. Step one is to contact the property owners. A letter was sent to owner (Bass) re: 120 Spring Street. The Board agreed to re-address at the July work session (07/21/2016) **ACTION ITEM**

With no further business Commissioner Pitchford made the motion, seconded by Commissioner Hogan to adjourn the meeting. The motion voted and carried. The meeting adjourned at 11:52 am.

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Clerk