

TOWN OF LITTLETON

08.16.2016

Board of Commissioners - Work Session

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, August 16, 2016 at 10:00 am. In attendance were Commissioners Heidi Hogan, Gerleen Pitchford, Sylvia Alston, Clara Debnam and Don Spragins. Megan Chambers and Keith Hamm were also in attendance.

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

Obstructed views – Commissioner Hogan presented an estimate (quote) for tree trimming from Terry Horton for the overhanging limbs and areas of obstructive views within town limits in the amount of \$6200.00. Commissioner Hogan requested an estimate but none was received from Alton Reid. Commissioner Sylvia Alston made the motion seconded by Commissioner Hogan to authorize the trimming of the overhanging limbs by Terry Horton. He will provide proof of insurance prior to beginning the work. The \$6200.00 will be paid from Powell Bill Funds. The motion voted and carried.

Legislative Goals (HCIA) – Following discussion on the need to prepare for 2017 the Board requested the Clerk contact the Halifax County Intergovernmental Association (County Manager's office) for a copy of the current legislative goals for a future work session.

Streets – Dodge Truck expenses – there will need to be a budget amendment to add truck (gas vehicles) expenses to the street budget. Include in the Agenda for the Board Meeting September 8, 2016.

USDA – Police Station Renovation – Commissioner Pitchford reported she and the Town Clerk had met with Area Specialist Monica Thornton from USDA. An adopted Resolution is required to move forward with the initial USDA application. Commissioner Hogan made the motion, seconded by Commissioner Pitchford the Town move forward with the application. The motion voted and carried. An official Resolution will be added to the agenda September 8, 2016.

Police Dept. Update – Commissioner Pitchford reported to the Board the recent survey by Harry Williams of the police department property including Furtell Pharmacy was complete. Mr. William (Bill) Futrell is gifting (legally donating) the parcel behind the police department to the town. Commissioner Pitchford made the motion seconded by Commissioner Debnam to contact Attorney John McKeller (Jackson, NC) for Closing of the property. The Town of Littleton will be paying the legal services and survey costs. The motion voted and carried.

Abandoned Vehicles – Commissioner Pitchford presented an updated letter for review addressing the abandoned vehicles in town. The letter includes a copy of the current junked, abandoned and nuisance vehicles ordinances. Commissioner Alston the made the motion seconded by Commissioner Pitchford to move forward with the letter as written. The motion voted and carried.

Halloween – Recently residents have inquired on which night Halloween would be observed. Megan Chambers representing John 3:16 requested the town set designated hours for trick or treaters. John 3:16 is planning to promote safety by distributing orange balloons at no charge for residents participating in treat or treat. Following a brief discussion on which night to have Halloween (Saturday 10/29 or Monday 10/31); Commissioner Pitchford made the motion, seconded by Commissioner Alston to have trick or treating on Halloween night, 10/31/2016. The motion voted and carried. Commissioner Hogan requested the date and hours be posted on the Town Website. Commissioner Pitchford will confirm the hours and advise the Clerk. Commissioner Alston made the motion, seconded by Commissioner Spragins to distribute orange balloons at the Town Hall. The motion voted and carried.

Police Insurance Policy \$3011.00 – Commissioner Alston made the motion, seconded by Commissioner Hogan to approve the annual insurance policy as presented by Marvin Newsom Insurance Company. The motion voted and carried.

Landfill Update – Keith Hamm reported to the Board he had met with representatives with NCDENR at the current closed Littleton landfill. They have agreed to clear the area to obtain access to the landfill. Keith Hamm gave them names and numbers for three local contractors for clearing the property. NCDENR plans include a permeable ground cover and gravel. Commissioner Alston requested Keith Hamm contact NC DENR every two weeks and keep the Board updated.

Cooke Dam Update – Keith Hamm reported he had a quote from Ray Rightmeyer for corrective action on the Cooke dam at \$2250.00 (street budget). Commissioner Alston made the motion, seconded by Commissioner Hogan to go forward with the deconstruction of the Cooke Dam as soon as possible. The motion voted and carried.

Street Signs – Commissioner Hogan requested the street sign at the intersection 158 South Main and Mosby Avenue (Baptist church side) be removed. The sign is constantly being hit but large trucks turning right onto Mosby Avenue. Is it possible to relocate this street sign post to Mosby Avenue and South Main Street on the LUMC side? Keith Hamm inquired if any of the street signs had historical value? NC Dept of Corrections made the current sign post. Commissioner Hogan noted the street signs in Littleton are in disrepair and will need to be address in the future. Commissioner Hogan will inquire where to get stencils and help to paint the signs. At this time she is only repairing the sign at South Main Street and Mosby Avenue.

Mason's Lease – Commissioner Spragins reported to the Board he had met with Jeff Peeden and the Mason's to agree in principle prior to contacting Town Attorney Kris Gardner. They agreed to the following: the Mason's will invest about \$20,000.00 in improvements to the building including the new roof and exterior fire escape. In the event a future Board does not renew the lease (5 + 5 + 5 + 5 + 5) for a total period of 25 years, the Town will reimburse a prorated amount of \$800.00 a year for unused years up to 20 years. Commissioner Alston made the motion, seconded by Commissioner Hogan to move forward with the lease agreement. A formal Resolution will need to be adopted at the next Board meeting and public notice made available for upset bids. The motion voted and carried.

Storm Drain Collapse – the storm drain at the intersection of West Warren and Mosby Avenue collapsed at the side driveway of the property located at 328 Mosby Avenue. Keith Hamm has requested an estimate from Rightmeyer.

At 11:19 am - Pursuant to NCGS 143-318.11(3)(i) Commissioner Pitchford made the motion seconded by Commissioner Alston to go into closed session to discuss personnel matters. The motion voted and carried.

The Board returned to open session at 11:34 am

Back Up Operator Contract – Donald Crowder has agreed to be back up operator for the Town of Littleton effective August 31, 2016. The agreement is at no charge unless he is physically involved with the daily operation of the system, in which case it is at the rate of \$50.00 per day. Keith Hamm will send the document to the state as required. This agreement will be effective until Philip Alston is Grade 1 Certified. Philip Alston is registered for class Oct 30-Nov 02, 2016.

Due to budget restrictions and additional anticipated sewer legal expenses related to the current lawsuit and at the recommendation of Keith Hamm; Commissioner Pitchford made the motion, seconded by Commissioner Debnam to eliminate the part time back up operator position effective 08.31.2016. The motion voted and

carried. Mr. Nathaniel Kimble's last day will be August 31, 2016. Following discussion the Board would like to honor him for his many years of service (43 yrs.) with a banquet and a plaque to be held at the Littleton Volunteer Fire Department on September 22, 2016. Commissioner Debnam will contact Nat Kimble. A budget amendment reducing sewer salary should be reduced by \$7000.00, sewer legal should be increased by \$7000.00 should be included on the Agenda September 8, 2016.

Commissioner Pitchford made the motion, seconded by Commissioner Hogan to hire Eric Johnson as part time police officer at \$12.50/hour as soon as NC Dept of Justice Training and Standards Division approval is received. The motion voted and carried.

With no further business Commissioner Pitchford made the motion seconded by Commissioner Debnam to adjourn the meeting at 11:46 am. The motion voted and carried.

General Account of Closed Session – Personnel matters concerning the Police and Water Sewer Departments were discussed.

Clerk