

**TOWN OF LITTLETON**  
**Board of Commissioners -**

**09.20.2016**

**PUBLIC HEARING**  
**10:00 am**

**Halifax Northampton Regional Mitigation Plan -**

Mayor Girdley called the Public Hearing to order at 10:03 am. In attendance were Commissioners Gerleen Pitchford, Heidi Hogan, Sylvia Alston, and Donald Spragins. Commissioner Clara Debnam was absent. The Board discussed the Halifax Northampton Regional Mitigation Plan and Resolution R-16-11 to adopt the plan. Discussion was specifically held on the appointment of an Emergency Management Director for the Town of Littleton. Former Town Commissioner Terry Newsom would be appointed in adopting the Plan. The Board may consider a change in the future.

With no further comments the public hearing closed at 10:16 am.

**TOWN OF LITTLETON**  
**Board of Commissioners Work Session**

**09.20.2016**

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, September 20, 2016 at 10:16 am. In attendance were Commissioners Heidi Hogan, Gerleen Pitchford, Sylvia Alston, and Don Spragins. Commissioner Clara Debnam was absent. A quorum was present.

Mayor Girdley called the meeting to order at 10:16 am.

**Resolution (R-16-11)** – Commissioner Pitchford made the motion seconded by Commissioner Hogan to adopt Resolution R-16-11 in support of the **Halifax Northampton Mitigation Plan**. The motion voted and carried unanimously. Following discussion Commissioner Pitchford agreed to coordinate Emergency Management Training for the Board and to add Emergency Management Director to the Work Session Agenda on October 18, 2016.

**Legislative Goals (HCIA)** – The Board discussed the Halifax County Intergovernmental Association (HCIA) 2016 prepared legislative goals for the Town of Littleton preparing for 2017. The Board focused on common goals for municipalities within Halifax County and the County overall and individual goals specific to Littleton. The current HCIA 2016 Legislative Goals and agreed 2017 Littleton Legislative Goals are attached and incorporated into the minutes. The Clerk was instructed to send the 2017 list to the Halifax County Manager's Office.

**Town Vehicle Maintenance** – Commissioner Hogan inquired why the police department is sending vehicles to Roanoke Rapids, NC for routine, preventative maintenance. Following a brief discussion Commissioner Pitchford explained the PD vehicles are serviced in Roanoke Rapids as a result of problem incidents with Littleton mechanics Kenny Wilson and Ray Holloman over the past year. Commissioner Hogan preferred the Town of Littleton support the local businesses. It was noted Kenny Wilson continues to service the Water Sewer and Street maintenance vehicles and Buddy Isles is used for towing as needed.

**Training & Standard Certification** –BJ Robistore requested the Town of Littleton hold his police certification with NC Dept of Justice Training and Standards by offering him a part time position at the rate of 12.50/hr. Commissioner Alston made the motion seconded by Commissioner Pitchford to hold the certification for BJ

Robistore. The motion voted and carried unanimously. BJ Robistore has agreed to pay for his drug screen, physical and ammunition required for certification.

**Downtown Turn Around/Littleton Festival** – Commissioner Pitchford explained the actions of the Police Department and the events of Friday, September 2<sup>nd</sup> and 3<sup>rd</sup>, 2016 regarding police coverage for the festival event Friday night. Due to inclement weather the outdoor concert was moved to the Littleton Community Center, 238 Oak Street located just outside the Littleton limits inside Warren County. Public safety and security falls under the Warren County Sheriff’s Department. Due to protocol the Littleton Police Department cannot hold an event within the one mile jurisdiction of the town limits of Littleton. The Littleton Police Department can offer assistance if agreed under mutual aid.

**Cooke Dam Update** – Following a brief discussion and in the absence of Keith Hamm there was no change to report at this time.

**Storm Drain Repairs** – Commissioner Hogan reported on the sidewalk and street collapse at Johnston and Halifax Streets. There is a sink hole caused by an underground stream along Johnston Street. Commissioner Hogan will return to the Board on how to best proceed with the issue as soon as Rightmeyer provides a solution and quote.

**Sidewalk Repairs** – Following up from Bonita Knight’s complaint (September 8, 2016) Commissioner Hogan reported at 300 Ferguson Street (intersection of Harvey and Ferguson) the sidewalk has collapsed. A cone has been placed there to warn of the hazard. Rightmeyer has inspected and reports the pipes are not cracked or broken. Damage is caused by large trucks turning right onto Halifax Street running over the sidewalk. Rightmeyer suggested Commissioner Hogan contact a concrete supplier to correct the broken, dangerous sidewalk issue.

**Hamm Educational Fund-** Commissioner Alston made the motion seconded by Commissioner Hogan to contribute \$250.00 to the educational fund established for Madison Hamm in memory of Marshal Craig Hamm, employee Keith Hamm’s son.

**Next Scheduled meeting Monday, October 3<sup>rd</sup> 2016 6:30 pm**

**Work Session – Tuesday, October 18<sup>th</sup> 2016 10:00am**

**Additional Work Session scheduled for Ordinance updates Tuesday, October 25<sup>th</sup> 2016 10:00am**

With no further business Commissioner Alston made the motion seconded by Commissioner Pitchford to adjourn the meeting at 11:49 pm. The motion voted and carried unanimously.

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Town Clerk