

**AGENDA  
November 03, 2016  
Monthly Board Meeting 4:00 pm**

1. Call meeting to order 4:00 p.m.
2. Pledge of Allegiance followed by Invocation
3. Motion to Approve the Agenda
4. Consider approval of Minutes of meeting(s) held October 2016
5. Approval for payment of bills made in October 2016
6. Adopt Project Budget Ordinance (**O-16-003**) Town Pocket Park
7. Adopt Ordinance (**O-16-002**) Martin Luther King Parade
8. Adopt Ordinance (**O-16-004**) to amend the fee schedule 2016-2017 **Point and Pay** to accept credit/debit cards for payment of water/sewer effective January 1, 2017.
9. Citizen Concerns and Comments - Mrs. Marlene Melvin / Charles Harvey, Residency  
Mrs. Sheryl West, Residency  
Mr. Ken Carroll, Event Inclusion
10. Commissioner Reports on activities in October 2016
11. Citizens Comments on Commissioner Reports – comments/questions  
- limited to 2 minutes.
12. Mayor’s remarks.
13. Motion to go into Closed Session pursuant to NCGS 143-318.11  
(Nothing scheduled at this time)
14. Adjourn -

**Next Board Meeting is scheduled for  
Monday, December 5, 2016 at 6:30 pm.**

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

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Thursday, November 3, 2016 at 4:00 pm at the Littleton Town Hall. Present were Commissioners Heidi Hogan, Gerleen Pitchford, Sylvia Alston and Donald Spragins. Mr. Ben King (sign language interpreter) and sixteen (16) members of the public were also in attendance. Mayor Ron Girdley presided over the meeting. Commissioner Clara Debnam was absent.

Mayor Girdley called the meeting to order at 4:00 pm. The meeting opened with the Pledge of Allegiance. Police Chief Winifred Bowens followed with the invocation.

Commissioner Alston made the motion; seconded by Commissioner Pitchford to approve the Agenda. The motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by Commissioner Hogan to approve the minutes from October 2016 as written and presented. The motion voted and carried unanimously.

Commissioner Spragins made the motion; seconded by Commissioner Alston to approve the payment of the bills made in the month of October 2016 with the exception of Harry Williams Roofing in the amount of \$800.00 (hold to verify no leaks in the roof). The motion voted and carried unanimously.

Commissioner Hogan made the motion; seconded by Commissioner Spragins to adopt Ordinance **(O-16-003)** Littleton Town Pocket Park Budget.

Commissioner Alston announced that Littleton has received a PARFT Grant in the amount of \$158, 300.00 to build the first pocket park in the town. Commissioner Alston recognized the Parks and Recreation Committee members with Certificates of Appreciation for their many hours of hard work on the grant application. Members recognized were Wendy Bishop, Larry West, Jr., Evelyn Melton, Winifred Bowens, Teresa Mallory, Kevin King, Sylvia Bowden and Philip Alston. Commissioner Alston also shared her gratitude to LuAnn Bryant, Helen Page (UCPCOG), Pete Armstrong and Ron Townley (UCPCOG) for their assistance in writing the grant application. And lastly Mayor Girdley thanked Commissioner Alston for all her hard work in securing the PARFT grant.

Commissioner Alston made the motion; seconded by Commissioner Hogan to adopt Ordinance **(O-16-002)** to allow the annual Martin Luther King parade on Monday, January 16, 2017 at 10:00 am. The motion voted and carried unanimously.

Commissioner Spragins made the motion; seconded by Commissioner Hogan to adopt Ordinance **(O-16-004)** to amend the fee schedule 2016-2017 to accept credit and debit cards for water utility payments effective January 1, 2017.

**Citizens Comments and Concerns:**

Mayor Girdley recognized Mr. Charles Harvey, 375 East End Avenue, Littleton and Mrs. Marlene Melvin, 212 Mosby Avenue, Littleton. Mayor Girdley inquired with Mrs. Melvin if she is bringing a complaint to the Board and if she would like for Mr. Harvey to speak on her behalf. Mrs. Melvin replied in the affirmative. Mr. Harvey presented to the Board a complaint that Commissioner Alston is in violation of town Ordinance requiring elected officials reside within the town limits. Mr. Harvey contends that Commissioner Alston has been residing at her home located at 84 Boxwood Court Littleton, NC (outside the town limits) and not at her home located at 216 Mosby Avenue, Littleton. The basis for this complaint is that Mrs. Melvin who is deaf but highly acute in visual perception and awareness has not witnessed Commissioner Alston living at her home on Mosby Avenue for weeks at a time especially the month of June. Mrs. Melvin's home is physically close to the property line and in direct visual sight to Commissioner Alston's home. In summary, Mr. Harvey contacted the Halifax County Board of Election, Kristin Scott. Mrs. Scott advised him that the issue is not for the Board of

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Elections but for the Littleton Board of Commissioners. Mr. Harvey thanked the Board for the opportunity to speak.

Mayor Girdley recognized Mrs. Sheryl West, 220 Mosby Avenue, Littleton. Mrs. West stated that she lives next door to Commissioner Alston and stated that Commissioner Alston has not abandoned her residence at 216 Mosby Avenue, Littleton.

Mayor Girdley recognized Mr. Ken Carroll of Tammy's Place Restaurant, 239 East Main Street, Littleton. Mr. Carroll commended the group on organizing the Main Street Trick or Treat event. In the future he would appreciate all businesses made aware of such events. Tammy's Place was not aware of the event and would have liked to participate. Mayor Girdley acknowledged that the event was organized by the Littleton C.O.P.'s and apologized for the oversight. The Mayor is working to organize a Friends of Littleton and create a database for inclusion of all merchants and organizations.

Mr. Carroll also brought to the attention of the Board a storm drain issue along the property between Tammy's Place and the County owned industrial building. He has complained to the County that this will be a major issue if proper maintenance is not performed.

**Cemetery / Recreation** – Commissioner Alston reported the Recreation Committee will be working over the next few months as the town takes possession of the property for the park. The cemetery has had the last mowing of the year and the American Legion and Boy Scouts along with the Warren County High School ROTC will be placing flags at the graves in honor of Veteran's Day.

**Streets** – Commissioner Hogan reported NC Dot will begin working on the sidewalk and drain issue in front of Grandpa's kitchen and BB and T Bank along 158 (South Main Street) Brush and debris as well as loose leaf pick up will be the last week of the month. She reminded all to keep loose leaves away from the storm drains.

**Water/Sewer** – Commissioner Debnam read the water sewer report submitted by Keith Hamm, Operator. A copy is hereby incorporated into the minutes. No sewer spills or overflows reported

**Police Report** – Commissioner Pitchford read the Police Report for the month of October 2016, Littleton Township. A copy is hereby incorporated into the minutes.

**Finance Report** – Commissioner Spragins read the Finance Report for the month of October 2016. A copy is hereby incorporated into the minutes.

**Water/Sewer** – In the absence of Commissioner Debnam Water Sewer Superintendent Keith Hamm read the water sewer report. A copy is hereby incorporated into the minutes. No sewer spills or overflows reported

**Citizens' Concerns Comments** – Commissioner Alston requested permission to speak. In the spirit of full disclosure and transparency she stated she has not abandoned her home at 216 Mosby Avenue, Littleton and stated she had a right to be on the Board. She submitted a copy of her Halifax County Board of Elections voter profile and a copy of her Halifax County personal property payment.

**Mayor's Remarks** – Mayor Girdley thanked the Littleton C.O.P.'s (Citizen's on Patrol) for their efforts in the Main Street Trick or Treat event.

With no further business Commissioner Pitchford made the motion, seconded by Commissioner Spragins to adjourn the meeting at 4:35 pm. The motion voted and carried.

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Town Clerk

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