

Town Hall
112 East South Main Street
December 12, 2017

MONTHLY BOARD MEETING

1. Call meeting to order 6:30 p.m.
2. Playground Equipment Approval and Pocket Park Update
3. Parking lot bids and update
4. Commissioner Positions
5. Email Options (upgrade from Dreamhost)
6. POS System
7. New Sewer Camera
8. Jake Break Regulation/ Ordinances
9. Surveillance
10. Policies/ Procedures
11. Legal Aid Clinic
12. HVAC Contract
13. Calendar for 2018
14. Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel
15. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Work Session on Tuesday, December 12, 2017 at 6:30 pm at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Clara Debnam, Donald Spragins, Stephen Barcelo, and M. Bonita Knight, and three (3) members of the public. Mayor K. Owen Scott presided over the meeting.

Mayor Scott called the meeting to order at 6:30 pm.

Playground Equipment Approval and Pocket Park Update

Sylvia Alston presented the 5 proposals of playground equipment that the Parks and Recreation committee had viewed and voted on, explaining why the committee chose the proposal from NC Playscapes. Commissioner Spragins made the motion; seconded by Commissioner Pitchford to approve the proposal with the caveat that lighter rubber mulch be requested if there was no additional cost. The motion voted and carried unanimously. Ms. Alston also stated for the boards consideration to have Joseph Lee check the playground equipment on a daily or weekly basis to check for tight bolts and signs of deterioration to protect the Town's liability regarding the playground equipment.

Ms. Alston also stated she would request bids for fencing the Pocket Park which will include a combination of 5ft and 8ft fencing, which does not have to be advertised as it will be well under the \$30,000 threshold. She then brought up Gail Moore Johnston's building which is on the town's property. Ms. Johnston agreed to have the building torn down if the town would pay for the demolition cost. She offered to get 3 official bids for such. Commissioner Pitchford made the motion; seconded by Commissioner Debnam to request that Ms. Alston get 3 bids for the demolition of the building. The motion voted and carried unanimously.

Parking lot bids and update

Ms. Kim Gray, secretary of the GLDP, updated the board that due to further information from Victoria Neff of the Halifax County Extension office, all 3 trees in the parking lot need to come down. Since all 3 trees are unhealthy and would need to come down within the next 5 years, it would be best to take them down now. The

2 trees on US 158 are in good health, no need for them to come down. Ms. Gray presented two bids for taking down 3 trees with stump removal, and one bid for paving the parking lot. She also presented a packet from Halifax County Extension regarding the types of trees that should be planted in the parking lot. The board requested that 3 bids for both tree and stump removal be presented, and 2 more bids for paving be presented to the board for approval.

Commissioner Positions

Commissioner Pitchford made the motion; seconded by commissioner Debnam that Stephen Barcelo be the new Streets Commissioner. Commissioner Barcelo accepted. The motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by commissioner Debnam that Bonita Knight be the new Cemetery Commissioner. Commissioner Knight accepted. The motion voted and carried unanimously.

Email Options (upgrade from Dreamhost)

Holly Barcelo presented 2 options to the commissioners in order to allow them to access their Town email from gmail and/or their cell phone. The first option is free of cost but takes much more work to setup. She also presented the option of paying \$5 per account per month to have an easy to set up access to email. The commissioners agreed to try the free version first, and revisit it if that does not work well for the commissioners. Ms. Barcelo offered to assist the commissioners set the emails up on their personal machines if needed.

POS System

Commissioner Debnam presented the new POS system that will allow the current software (RVS) to allow it to take payments and set up as a Point of Sale system. The cost for the system is \$899 and an additional yearly maintenance fee of \$79. Commissioner Barcelo made the motion; seconded by commissioner Knight to move forward on ordering the new Point of Sale system. The motion voted and carried unanimously.

New Sewer Camera

Clara Debnam presented a new purchase of a sewer camera to the board. The camera would be purchased from Dan Long for \$500. The camera has a 7" screen and a case with a 200ft push cable. This would replace the current camera that we have that is non-functioning that has a broken lens. Keith Hamm presented the board stating that the new aerator that both Commissioner Pitchford and Debnam have reviewed with him will not be purchased as the new aerator would cost \$65,000 for 2 and \$38,700 for one and is far above budget. He stated that his second aerator which has a broken axle can get a new axle for \$8,000. Mr. Hamm also stated that he needs a new platform for the McIver lift station. The board asked Mr. Hamm to speak to SERCAP to see if there is the possibility of getting a grant for capital improvements.

Commissioner Pitchford stated that Katie from SERCAP is looking into getting grants for legal fees, and asbestos tests/removal to assist the town in cleaning up condemned buildings in town.

Jake Break Regulation/ Ordinances

Commissioner Barcelo stated that since Littleton is a high traffic area for 18 wheeler trucks, and it is common for them to use the Jake Brake to slow down which heavily shakes all of the historic homes and businesses along the two main routes in Littleton. The board agreed to look into adding this into the Ordinances.

Commissioners Barcelo and Pitchford also discussed having at least a percentage of the police fines to go directly into the Police Department budget.

Surveillance

Mayor Scott presented the idea to the board of a security system for Town Hall, both to monitor visitors to Town Hall as well as for cash security. Commissioner Barcelo discussed possibly having a 4 or 8 camera system hooked to the internet. Commissioner Pitchford agreed that it would be something to look at for the new budget year.

The Town of Littleton is an equal opportunity provider, and employer.

Policies/ Procedures

Mayor Scott showed the board an article that Salisbury NC has combined their Zoning and Planning boards. He brought up the idea that Littleton does the same. Mayor Scott also spoke about creating a new business packet that would help new business owners or prospective business owners learn what process they need to follow to stay within Town and County regulations. Commissioner Pitchford agreed, and stated that employee policies also should be adopted for the Town Hall. The board also discussed that both the Planning board and Board of Adjustments need to have a monthly scheduled meeting.

He also brought an anonymous citizen complaint to the board regarding businesses in town such as Pair Management and Main Street Produce not following zoning regulations. The citizen had requested that the business immediately be shut down. The board agreed that these complaints needed to be brought to Robert Burke and Jim Skilton. Other businesses currently operating outside of zoning regulations were discussed such as Casa Mia's and Tammy's Place. A general grandfathering in of currently operating businesses was discussed. The board agreed to look into this further.

Legal Aid Clinic

Mayor Scott handed out a Legal Aid resource packet. Legal Aid asked that the Town of Littleton host a Legal Aid conference. It would only need a room with an internet connection and a projector. The board agreed that having Legal Aid come to town to provide free legal advice to our residents would be a huge benefit, but it could create problems if it is held in Town Hall. Since Town Hall cannot provide legal advice, having Legal Aid come in would be potentially problematic. The board agreed to invite Legal Aid to town, as long as a space other than Town Hall can be found.

HVAC Contract

Commissioner Pitchford presented a bid to the board for a metal platform for the HVAC system and moving the HVAC units to the platform. Commissioner Barcelo made the motion; seconded by Commissioner Debnam to approve the quote for the metal platform for the HVAC system to allow for room to add a generator for Town Hall.

Calendar for 2018

The board discussed the new calendar for 2018 and agreed to move the Town Meeting days to the first Wednesday of each month with the exception of July where it will be moved to Tuesday to accommodate the Wednesday holiday. They also agreed that Monthly Work Sessions would be placed on the second Tuesday of the month at 6:00pm. The Town Meetings will stay at 6:30pm. Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the Calendar with the changes that had been made. The motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by Commissioner Knight to go into Closed Session pursuant to NCGS 143-318.11(a)(6) – To discuss a personnel matter.

The Board returned to Open Session at 9:04 pm.

Commissioner Pitchford made the motion; seconded by Commissioner Knight that Wanda Clark be rehired at the same rate of pay, working 8am to 5pm Monday through Friday, losing all seniority. The motion voted and carried unanimously with the exception of Commissioner Barcelo who abstained.

With no further business Commissioner Knight made the motion; seconded by Commissioner Spragins to adjourn the meeting at 9:12 pm. The motion voted and carried unanimously.