

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

June 13, 2022, 6:30 p.m.

Regular Monthly Board Meeting

Held at Town Hall and remotely through Zoom

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Public Hearing - Comprehensive Plan
4. Public Hearing – Rezoning of Parcel #0701630
5. Bid Opening – Street Paving and Sidewalks
6. Consider approval of minutes of meeting(s) held May, 2022
7. Approval for payment of bills for June 13, 2022
8. Budget Amendments – table until end of year
9. Choanoke Area housing Consortium Agreement
10. Resolution for Surplus Property
11. Board of Adjustments Appointments
12. Event Permit – Brianna Hunter
13. Citizen’s concerns and comments
14. Commissioners Reports on activities, May 2022
15. Citizen’s Comments on Commissioners’ reports
16. FY 2022-2023 Budget
17. Mayor’s Remarks
18. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Monday, June 13, 2022, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Lynn Moseley, Ophelia Gould-Faison, Jim Skilton, and Clyde Johnston, twelve members of the public and the assistant town clerk. Mayor Pro Temp Stephen Barcelo presided over the meeting. Mayor Pro Temp Barcelo called the meeting to order at 6:31 p.m. The meeting opened with the Pledge of Allegiance. Commissioner Gould-Faison followed with the invocation.

Commissioner Gould-Faison made a motion; seconded by Commissioner Skilton to approve the agenda. The motion voted and carried.

Commissioner Moseley made a motion; seconded by Commissioner Skilton to open the Public Hearing for the Comprehensive Plan. The motion voted and carried. The Public Hearing started

at 6:32 p.m. Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to close the Public Hearing. Motion voted and carried. The Public Hearing closed at 6:44 p.m. Minutes are written separately and are hereby incorporated into these minutes. There was no motion to be made at this time. The Comprehensive Plan will be available for public inspection and approved at the June 27, 2022, meeting.

Commissioner Johnston made a motion; seconded by Commissioner Skilton to open the Public Hearing for the Rezoning of Parcel #0701630. The motion voted and carried. The Public Hearing started at 6:45 p.m. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to close the Public Hearing. Motion voted and carried. The Public Hearing closed at 6:50 p.m. Commissioner Moseley made a motion seconded by Commissioner Gould-Faison to approve Ordinance 22-006 Amendment to Code of Ordinances Zoning Map Parcel #0701630 to rezone the property from Mobile Home Residential to Commercial. Motion voted and carried. A copy of the ordinance is hereby incorporated into the minutes. Minutes for the Public Hearing were written separately and are hereby incorporated into these minutes.

Bid Opening – Mayor pro tem Barcelo opened bids for street paving, pothole repair, and sidewalks. The bids were as follows:

Gaston Concrete – Removal, replace, and hauling away of sidewalks - \$30 per linear foot

KPH – Pot hole repairs \$5000

KPH – Street paving total with the following breakdown per street: \$194,324.00

Little Drive - \$40,932.50

Mulberry St. - \$53,541.00

Oak St. - \$14,688.00

Shaw St. - \$17,831.25

Church St (extension) - \$57,948.75

Kirkland St. - \$9,382.50

Discussion was held about moving forward with the paving and repairs at this time. No time frame was given by the contractors on how long their bids were good for. There was concern with fuel prices increasing the work should be started as soon as possible. Commissioner Johnston informed the board there was \$140,622 in Powell Bill funds at this time. Mayor pro temp Barcelo said the \$250,000 the town was receiving from the state could be used to pay for the amount remaining. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to accept bids as presented and move forward with the repairs. Motion voted and carried.

Commissioner Gould-Faison made a motion; seconded by Commissioner Johnston to approve the May 9, May 16, May 23, and June 1 minutes as presented. Motion voted and carried.

Commissioner Skilton made a motion; seconded by Commissioner Johnston to approve the bills for June 13, 2022, as presented. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Budget Amendments – Mayor pro temp Barcelo stated the town clerk would like to table the budget amendments until the end of year.

Choanoke Area Housing Consortium Agreement – Mayor pro temp Barcelo stated the board had a copy of the Joint Cooperation Agreement for Establishment of the Choanoke Area Housing Consortium which needs to be approved by the town in order to move forward. The assistant clerk reminded the board they had approved a resolution back in November to be a part of the consortium. This is the actual agreement. Commissioner Skilton asked what the cost would be to the town. The assistant clerk stated according to the attached letter the first-year gap had decreased from \$93,000 to \$16,150 which would be shared by five counties. The five counties would then give each municipality their portion. Commissioner Skilton said that looked like the amount for Halifax County would be around \$3000 and Littleton's portion would be a couple of hundred dollars. Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to approve the Joint Cooperation Agreement for Establishment of the Choanoke Area Housing Consortium Under the Federal HOME Investment Partnerships Program as presented. Motion voted and carried. A copy of the agreement is hereby incorporated into the minutes.

Commissioner Moseley made a motion; seconded by Commissioner Skilton to approve the Resolution for Adoption of a Joint Cooperation Agreement for the Establishment of the Choanoke Area Housing Consortium Under the Federal HOME Investment Partnerships Program as presented. Motion voted and carried. A copy of the resolution is hereby incorporated into the minutes. Commissioner Gould-Faison stated she was looking forward to being able to provide affordable housing to the citizens of Littleton.

Resolution for Surplus Property – Mayor pro temp Barcelo explained they had a resolution authorizing the sale of the small piece of property the town owns by Casa Mia's. He said El Brio Shores, LCC, would be buying the property for \$200. He stated this was the piece of property where the brewery would be built. Commissioner Moseley asked if the appropriate documents had been taken care of and if the required time period had expired. He was informed they had been. Commissioner Moseley made a motion; seconded by Commissioner Skilton to approve Resolution Authorizing Sale of Surplus Property. Motion voted and carried. A copy is hereby incorporated into the minutes.

Board of Adjustment appointments – The assistant clerk informed the board that she had looked back in the minutes and found where she should have brought Jim Skilton's reappointment to the board last October. However, she had not done so and wanted to make sure Mr. Skilton was reappointed since he was the chairman and was the most knowledgeable about Littleton's zoning. She also informed the board that even though his term had expired he was able to continue to serve until the reappointment was approved. Commissioner Johnston made a motion; seconded by Commissioner Moseley to approve Resolution R-22-002 Appointment to the Board of Adjustments as presented. Motion voted and carried. A copy is hereby incorporated into the minutes.

Event Permit – Brianna Hunter – Mayor pro temp Barcelo read the event permit as presented by Ms. Hunter. He asked her if she would like to speak on the permit. She explained to the board that she was requesting two dates. The June 26th date would be a summer event, while the August 20th date would be a back to school event offering book bags and supplies to children in the area.

The board had some discussion about the fees for events. Commissioner Moseley said he thought the fees were reinstated January 1 of this year. The assistant clerk said she agreed. Ms. Hunter was asked whether she would need water and electricity. She said yes. The amount she would owe in fees would be \$125. She would also need to contract with the town's police at a rate of \$30 per hour. She was also informed she would need to write a \$100 security deposit check separate from the fees which would be refunded once the event was over, and the area was clean.

Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to approve Brianna Hunter's event permit. Motion voted and carried.

Citizen's concerns and comments – Michelle Rifenburg spoke to the board about her concern with First Citizen's Bank closing their Littleton branch in August. She said Littleton needed another bank to come to town to replace them and wanted to know if the board was actively pursuing another option. Mayor pro temp Barcelo informed her the town was looking into pursuing other banks. Commissioner Moseley said contact had been made to Roanoke Rapids Savings Bank and Southern Bank out of Roanoke Rapids. It was stated that citizens need to call the banks as well.

Sabina Gould's daughter, Evanna Gould-Powell thanked the board and the town of Littleton for allowing her family the opportunity to honor her mother and her mother's commitment to the town of Littleton and to Halifax County. Ms. Gould-Powell said they had good attendance and participation. Commissioner Gould-Faison also thanked the town for honoring her mother's many years of public service to Littleton and Halifax County. She stated that lots of the participants were not from Littleton. She said these participants brought revenue into the town through gas, food, and Airbnb's.

Commissioner's Reports – Police Department – Commissioner Moseley read the police report. A copy is hereby incorporated into the minutes. Commissioner Moseley also welcomed the newest police officer, Steven Whitfield. He stated Officer Whitfield was taking over Officer Eric Johnson's position. He was in the process of closing out investigations for Littleton.

Water/Sewer – Commissioner Gould-Faison said the town's ORC Luke Compton and Gregg Wilson from Roanoke Rapids Sanitary District were in attendance to give a report and information to the town. Commissioner Gould-Faison also read an announcement to the board and the public about the flushing of water hydrants Wednesday night from 10 p.m to midnight. The hydrant flushing was necessary due to make sure chlorine was staying in the town's water.

Luke Compton read his water and sewer report. A copy is hereby incorporated into the minutes. Luke also thanked whoever fixed the pothole on Highway 903 by Zeke Burnett's. He did not know who it was, but it is much appreciated as it is a highly traveled highway, and it was hard to keep rock there.

Gregg Wilson spoke to the board about the town having an issue keeping chlorine in their water. He said the high temperatures cause the chlorine to evaporate. He stated the town was not meeting the state's numbers for chlorine content in the water and was having to flush hydrants and retest weekly to bring the number up. He stated the town's whole system needed to be flushed out in two weeks. He said it would help to inject chlorine into the system or to get automatic flushers to flush the hydrants periodically. The town would need 6-7 automatic flushers and they cost around \$2500 each.

Mr. Wilson stated the problem was caused because the town has so many lines that dead end. Commissioner Skilton asked if the infrastructure money could be used to get rid of the dead-end lines. He was told it could, but the town would have to get an engineer to do so. After further discussion it was decided to flush the hydrants as planned and explore other options such as the automatic flushers and chlorine injector.

Luke Compton also said the town has a big problem with grease. Mr. Wilson said it would probably help to give the housing project somewhere to dump their grease so it doesn't go into the town's system. It was decided to place a reminder on the water bill to not dump grease into their drains.

Cemetery/Park – Commissioner Skilton he had nothing to report from the cemetery. He said the Bike and Pedestrian Park Plan had a steering committee meeting June 3 and had a Public Engagement that evening at the First Friday. He stated there is another survey available for citizens to fill out by July 15th. The survey can be done online. Information is on the town's website and at town hall.

The Sabina Gould Parkway was also mentioned. Ms. Gould-Powell said the parkway was part of the Rails to Trails program and it was 1.2 miles in length. Commissioner Skilton said that would go the entire length of Littleton. Ms. Gould-Powell said the parkway was supposed to start at the corner of Devine and 158. He asked if Ms. Gould-Powell could get documentation from the division in North Carolina that handles the Rails to Trails program for the town. He said this would really help the Bike and Pedestrian Parkway Grant the town is currently working on. Mention was also made that more handicap ramps need to be accessible on sidewalks and parking lot areas. The town has people who walk their handicapped relatives in their wheelchairs and it is difficult to do so.

Finance – Commissioner Johnston read his Finance Report. A copy of the report is hereby incorporated into the minutes.

Streets - Commissioner Barcelo said the cemetery is looking good. His department is trying to keep up with the mowing. He said he and Commissioner Skilton need to get together and try to get several tombstones that have toppled over repaired. He said the high temperatures will help the grass to stop growing and give his department time to do some mulching and other cleaning on Main Street.

Citizen's Comments on Commissioner's Reports – Heidi Hogan asked that Chief Trivette, Mayor Pro Temp Barcelo, Commissioner Skilton, and Officer Duke get together to go over maps for the 4th of July parade to be held July 2nd. She said there was a lot going on in town that day with the parking lot having the first Saturday Farmer's Market vendors. She did not want any issues with traffic flow or any unsafe conditions for pedestrians in the area. It was decided they group would meet Friday, June 17th at 8:30 a.m. at Littleton Food and Spirits.

FY 2022-2023 Budget – Mayor Pro Temp Barcelo stated the commissioners had copies of an updated budget that Town Clerk/Finance Officer Josie Jones had prepared. He stated after the last budget meeting the former clerk/finance officer had told him she had not been specific enough in her information to Ms. Jones. As a result, the \$93,697 ARPA funding was actually being used to balance the budget. That money would not be available ever again and the budget needed to be balanced without it. The amount of money available through revenues for the General Fund to work with was actually \$561,960. Ms. Jones had increased property taxes by \$10,000, police fines by \$5,000 and Other Revenues by \$10,000

Ms. Jones then explained that she had taken the \$561,960 and decreased expenses in Governing Body, Administration, Streets, and Police Department. The information on their worksheets show those increases and decreases. She then suggested that the \$93,697 be used to give bonuses to employees in July and December, to buy a used truck for the Street Department, and to buy five viper radios for the Police Department. All of these expenditures would be one-time expenses and would not affect the budget in the coming years.

After further discussion everyone came to a consensus to go forward with the new budget Ms. Jones presented. The assistant clerk reminded the board the Public Hearing for the budget is scheduled for Monday, June 27th, at 6:30 p.m.

Mayor's remarks – Mayor Pro Temp Barcelo asked for anyone interested in helping the Police Department set the posts for the new street signs to please contact the Chief. He also reminded citizens about the hydrant flushing and the Bike and Pedestrian Survey. He mentioned that the town's water CCR is available online.

Commissioner Skilton made a motion; seconded by Commissioner Moseley to adjourn. Motion carried.

Ellen M. Eller, Asst. Clerk