

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

April 14, 2025 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. Consider approval of minutes – March 2025
4. Consider approval of payment of bills for April 14, 2025
5. Legal Services Bill – Attorney Pridgen
6. Consider approval of presented Budget Amendments
7. 2024 CBDG-NR Grant Funding and Acceptance Letter
8. Grant Funds Update
9. Policies Review:
 - i. Federal Procurement Policy
 - ii. Internal Controls Policy – ARPA
 - iii. Mobile/Cellular Phones
 - iv. Funeral Leave
 - v. Disciplinary Action for Detrimental Personal Conduct
10. Corrections on Water/Sewer Reading
11. Annual Patriotic Parade Ordinance
12. Annual Christmas Parade Ordinance
13. Consider approval of Resolution Authorizing Disposition of Town Property
14. Consider approval of Littleton/Lake Gaston Festival Advertising
15. Consider approval of Street paving quote
16. Consider approval of Cookes Construction Bill
17. Commissioners Reports on activities – March 2025
18. Citizens' Comments on Commissioner Reports (comments/question limited to 2 minutes)
19. Citizens Comments and Concerns (comments limited to 3 minutes):
 - i. Fern Pitchford
20. Budget Update 2025-2026
21. Mayor's Remarks
22. Motion to go into Closed Session pursuant to NCGA143-318.11 (a)(6) to discuss personnel.
23. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, April 14, 2025, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Lynn Moseley, Clyde Johnston, Mattie Tyner,

Ophelia Gould-Faison, and Mayor Heidi Hogan, Donald Duke Acting Chief of Police, several citizens, and the town clerk. Mayor Hogan called the meeting to order at 6:30pm. The meeting opened with the Pledge of Allegiance. Commissioner Gould-Faison followed with the invitation.

Motion to approve agenda – Motion made by Commissioner Gould-Faison to approve the agenda; seconded by Commissioner Tyner. Motion voted and carried.

Consider approval of meeting minute(s) held March 2025 – Commissioner Gould-Faison made the motion to approve the minutes; seconded by Commissioner Tyner. Motion voted and carried. A copy of the minutes are hereby incorporated into the minutes.

Consider approval of payment of bills for April 14, 2025 - The board reviewed the presented bills. Motion made by Commissioner Moseley to approve the bills; seconded by Commissioner Johnston. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Legal Services Bill – The board reviewed the bill from Attorney Brian Pridgen regarding the 3D Development Zoning Review. The motion was made by Commissioner Johnston to pay the bill with the funds coming from attorney fees line; seconded by Commissioner Moseley. Motion voted and carried.

Consider approval of Budget Amendments – Mrs. Jones, Town Clerk presented budget amendments to the board for consideration to be approved. The motion was made by Commissioner Moseley to approve the presented amendments; seconded by Commissioner Johnston. Motion voted and carried.

Consider approval of 2024 CBDG-NR Grant Funding and Acceptance Letter – The board reviewed the funding and acceptance letter for the 2024 CBGD-NR grant. The motion was made by Commissioner Gould-Faison; seconded by Commissioner Tyner. Motion voted and carried.

Grant Funds Update – Mayor Hogan updated the board on the progress of the current grants that the town has. The board was given updates from the UCPCOG regarding the grants and their status. She noted that all are in progress and that she will keep the board updated as information becomes available.

Policies Reviewed – Commissioner Moseley made the motion to approve the Federal Procurement Policy and the Internal Controls Policy – ARPA as presented; seconded by Commissioner Tyner. Motion voted and carried.

Commissioner Gould-Faison asked that the Mobile/Cellular Phones policy, Funeral Leave policy and Disciplinary Action for Detrimental Personal Conduct be tabled until the next meeting to allow her more time to review the policies. Commissioner Moseley asked that the Disciplinary Action for Detrimental Person Conduct policy not be tabled for the Police Department. He made the motion to approve the policy only for the Police Department; seconded by Commissioner Gould-Faison. Motion voted and carried.

Corrections to Water/Sewer Readings – Mayor Hogan noted that there is no information to discuss at this time.

Annual Patriotic Parade Ordinance – The ordinance for the annual patriotic parade scheduled for July 5, 2025, was presented to the board. Commissioner Moseley made a motion to approve the ordinance; seconded by Commissioner Tyner. Motion voted and carried.

Annual Christmas Parade Ordinance – The ordinance for the annual Christmas parade scheduled for December 6, 2025, was presented to the board. Commissioner Moseley made a motion to approve the ordinance; seconded by Commissioner Tyner. Motion voted and carried.

Resolution Authorizing Disposition of Town Property – A resolution authorizing disposition of town property was presented to the board for consideration. Commissioner Moseley made a motion to approve the presented resolution; seconded by Commissioner Tyner. Motion voted and carried.

Littleton/Lake Gaston Festival Advertising – A request to place an advertisement for the Littleton/Lake Gaston Festival was presented, the cost is \$100. A motion was made by Commissioner Moseley to approve the request with the funds coming from advertising; seconded by Commissioner Tyner. Motion voted and carried.

Citizens' concerns and comments – Fern Pitchford questioned who is going to keep up the ditch at her house, she is already seeing issues with snakes and rats.

Budget Update 2025-2026 – Will be discussed at the Roundtable meeting on April 28th.

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison noted that we are looking to apply for grants with NCDEQ on Furgeson and Justice Branch Road areas since these areas have flooding issues. She also noted that our water bill from Halifax has gone down some for this last billing cycle.

Police Department – Commissioner Moseley presented the E911 Report for March 2025 to the board. He noted that there has been some interest in the Police Building and he will keep the board updated. Commissioner Moseley presented a quote for \$1500 to install and concrete in the speed signs that were purchased last year. Commissioner Moseley made the motion to approve the purchase with the funds coming from supplies out of the PD budget; seconded by Commissioner Tyner. Motion voted and carried.

Finance – Commissioner Johnston noted that the budget preparation for 2025-2026 is underway and that the auditor has all the information to prepare the 2020-2021 audit. We are hoping to have that completed soon.

Street Department – Commissioner Tyner requested that the board change the name of her department from Street Department to Public Works Department. She made the motion to approve the name change, seconded Commissioner Moseley. Motion voted and carried.

Commissioner Tyner also requested approval to purchase planters for Main Street. We will need 10 planters; the cost is \$349. Commissioner Moseley made the motion to approve the purchase; seconded by Commissioner Tyner. Motion voted and carried.

Cemetery/Parks – no updates at this time.

Citizen's Comments on Commissioner Reports – none at this time.

Mayor's remarks – Mayor Hogan thanked everyone for their time and that the May HICA meeting will be hosted in town at the Littleton Fire Department. She also noted that the NCDOT stated that we need to have signs available to put up when we have broken pavement in town. We are also hopeful that the flood grant contractor will be here this week to work on and possibly complete the work on this grant.

Motion to go into Closed Session pursuant to NCGA143-318.11 (a)(6) to discuss personnel – motion made by Commissioner Gould-Faison; seconded by Commissioner Tyner at 8:11pm. Motion voted and carried.

Motion to come out of Closed Session at 8:45pm

Commissioner Moseley made the motion to accept the resignation of Officer Mark Oakley effective immediately; seconded by Commissioner Tyner. Motion voted and carried.

Commissioner Moseley made a motion to approve a \$10,000 bonus for up to 2 new police officers, with \$5,000 being paid at time of certification and the remaining \$5,000 to be paid after completion of 6 months employment; seconded by Commissioner Tyner. Motion voted and carried. Acting Chief Duke will go ahead and begin advertising with this bonus information.

Commissioner Moseley made a motion, seconded by Commissioner Gould-Faison to adjourn at 8:55pm. Motion carried.

Josie G. Jones, Town Clerk