

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

April 28, 2025, 6:30 p.m.

Roundtable 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. Odell Littleton Housing Project Update
4. Consider approval of Bills for April 28, 2025
5. Budget Amendments
6. City Vision Attendance
7. Quote for Carpet cleaning Library
8. NCDEQ Water/Sewer penalty payment
9. Policies Review:
 - i. Mobile/Cellular Phones
 - ii. Funeral Leave
 - iii. Disciplinary Action for Detrimental Personal Conduct
10. Water/Sewer Readings Correction
11. Police Department Comp Time
12. Event Permit:
 - i. Littleton Lions Club Festival
 - ii. Tri-County Band Directors Association
13. 2025-2026 Budget Discussion
14. Consider Canceling the May 27, 2025 meeting
15. Motion to go into Closed Session pursuant to NCGA143-318.11 (a)(6) to discuss personnel and Sections 143-318.11 (a)(1) and (a)(3), to consult with the attorney to preserve attorney-client privileged information
16. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, April 28, 2025, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Ophelia Gould-Faison, Lynn Moseley, Clyde Johnston, Mattie Tyner, Jim Skilton, Mayor Heidi Hogan, Acting Police Chief Donald Duke and the town clerk. Mayor Hogan called the meeting to order at 6:30pm.

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

Odell Littleton Housing Project Update – Tony Terrell, President of TNT Developers presented updates to the board on the Odell Littleton Road housing development. He and his team are excited about this project and hope to begin ground breaking in August of 2025. The first phase of this project will have short term housing options at about 500 square feet each.

Consider approval of payment of bills for April 28, 2025 - The board reviewed the presented bills. Motion made by Commissioner Skilton to approve the bills; seconded by Commissioner Tyner. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Budget Amendments – Mrs. Jones, Town Clerk presented proposed budget amendments to the board. After review, the motion was made by Commissioner Johnston to approve the amendments; seconded by Commissioner Gould-Faison. Motion voted and carried.

NCLM City Vision Attendance – Commissioner Gould-Faison requested the board's approval to attend the NCLM City Vision Conference in Greenville, NC later this week. Commissioner Skilton made the motion to approve the request including hotel, mileage and food not to exceed \$1000; seconded by Commissioner Moseley. Motion voted and carried.

Quote for Library Carpet Cleaning – A quote for carpet cleaning from Carolina Carpet Care in the amount of \$949.20 was presented to the board for consideration. Motion was made by Commissioner Moseley to approve the quote; seconded by Commissioner Tyner. Motion voted and carried.

NCDEQ Water/Sewer Penalty Payment – Commissioner Gould-Faison informed the board that the town has received a penalty from NCDEQ that will need to be paid. Commissioner Gould-Faison made the motion to pay the penalty from the contract services line; seconded by Commissioner Johnston. Motion voted and carried.

Policies Review – The board reviewed the Mobile/Cellular Phones policy, the motion was made by Commissioner Moseley to approve the policy; seconded by Commissioner Tyner. The board reviewed the Funeral Leave policy, the motion was made by Commissioner Moseley; seconded by Commissioner Skilton. The board reviewed the Disciplinary Actions for Detrimental Person Conduct policy, after reviewing the suggestion was made to take out the work disciplinary. With this correction, the motion was made by Commissioner Skilton to approve the policy; seconded by Commissioner Tyner. Motions voted and carried.

Water/Sewer Readings Correction – tabled.

Police Department Comp Time – Acting Chief Duke asked the commissioners to consider paying his comp time out to him for any time once it reaches over 150 hours. The motion was made by Commissioner Moseley to approve the request; seconded by Commissioner Tyner. Motion voted and carried.

Event Permits – Littleton Lions Club Festival and Tri-County Band Directors Association – Mayor Hogan presented the request to approve the event permits. The motion was made by

Commissioner Moseley to approve the requests; seconded by Commissioner Skilton. Motion voted and carried.

2025-2026 Budget Discussion – The board reviewed the draft budget for 2025-2026. After some discussion, the motion was made to approve the draft budget for public view by Commissioner Skilton; seconded by Commissioner Tyner. Motion voted and carried.

Consider Canceling the May 27, 2025 meeting – The motion was made by Commissioner Moseley to cancel the May 27th meeting; seconded by Commissioner Skilton. Motion voted and carried.

Motion to go into Closed Session pursuant to NCGS143-318.11 (a)(6) to discuss personnel and NCGS143-318.11 (a)(1) and (a)(3), to consult with attorney to preserve attorney-client privileged information – motion made to go into closed session at 8:20pm by Commissioner Moseley; seconded by Commissioner Tyner.

Motion to return to open session at 9:25pm by Commissioner Skilton; seconded by Commissioner Moseley. Motion carried.

Commissioner Skilton made a motion, seconded by Commissioner Moseley to adjourn at 9:25pm. Motion carried.

Josie G. Jones, Town Clerk