

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

August 11, 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 – July 2025
4. Consider approval of payment of bills for August 11, 2025
5. Consider approval of Building and Fire Inspection agreement with Halifax County
6. Consider approval of Technical Services Agreement Grant SRP-W-ARP-0066 Storm Water Planning Grant
7. Consider approval of ARPA Internal Control Policy
8. New Signage
9. Hydrant Repair Quote
10. Grant Funds Update
11. Staff Report
12. Consider meeting schedule with Halifax County Utilities Director
13. Ordinance – lot/property conditions
14. Water/Sewer Bill Credit
15. Water Rates
16. Changing Board Meeting Dates for November and December 2025
17. Commissioners Reports on activities – July 2025
18. Citizens' Comments on Commissioner Reports (comments/question limited to 2 minutes)
19. Citizens Comments and Concerns (comments limited to 3 minutes):
20. Motion to go into Closed Session pursuant to NCGA143-318.11 (a)(6) to discuss personnel
21. Mayor's Remarks
22. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, August 11, 2025, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioner Clyde Johnston, Mattie Tyner, Ophelia Gould-Faison, Jim Skilton, Lynn Moseley and Mayor Heidi Hogan, Donald Duke Chief of Police, several citizens, and Josie Jones, 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 July 2025 – Commissioner Skilton made the motion to approve the minutes; seconded by Commissioner Johnston. Motion voted and carried. A copy of the minutes are hereby incorporated into the minutes.

Consider approval of payment of bills for August 11, 2025 - The board reviewed the presented bills. Motion made by Commissioner Skilton to approve the bills with the addition of the New Dixie bill \$1,065.11; seconded by Commissioner Johnston. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Consider approve of Building and Fire Inspection agreement with Halifax County – Mrs. Jones noted to the board that Halifax County has requested that the current Building and Fire Inspection agreement be updated and approved by this board. The motion was made to approve the updated agreements by Commissioner Gould-Faison; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of Technical Services Agreement Grant SRP-W-ARP-0066 Storm Water Planning Grant – The commissioners reviewed the recommendation from UCPCOG to approve the Technical Services Agreement with McDavid Associates for grant SRP-W-ARP-0066. The motion was made by Commissioner Gould-Faison; seconded by Commissioner Tyner. Motion voted and carried.

Consider approval of ARPA Internal Control Policy – Mrs. Jones presented the ARPA Internal Control Policy to the board. This is the recommended policy from the UCPCOG to meet the requirements from the NC DEQ. The motion was made by Commissioner Skilton to approve the policy; seconded by Commissioner Gould-Faison. Motion voted and carried.

New Signage – Mayor Hogan noted that the Village Mart wants to add signage for businesses in town. She noted that Halifax Horizons may have funds available for this project, but they are just in the beginning stages.

Hydrant Repair Quote – We are still waiting for the quote.

Grant Funds Update – Mayor Hogan updated informed the board that Turner Murphy Construction Company out of South Carolina has tentatively been awarded the project contract for the Wastewater Treatment Plant Improvements.

Consider meeting schedule with Halifax County Utilities Director – Tabled.

Ordinance – Lot/property Conditions – Mayor Hogan noted the town received a letter from Douglas Rose regarding conditions of the neighboring property and the need for it to be cleaned up. The town will review the current ordinance regarding this issue. Mr. Rose will need to contact the landowner and/or an attorney regarding this issue.

Water/Sewer Bill Credit – Commissioner Gould-Faison informed the board that the recommendation for the \$731 bill for Mint Check is to reduce the bill to the bulk water rate. The motion was made by Commissioner Gould-Faison to approve the reduced rate; seconded by Commissioner Skilton. Motion voted and carried.

Water Rates – Commissioner Gould-Faison noted that she is working on a proposal for water/sewer rate increase. She noted that water has not been increased since 2018 and sewer since 2021. She is hoping to have more information at the next meeting.

Changing Board Meeting Dates for November & December 2025 – Mrs. Jones asked the board to consider changing the meeting schedule for November and December. Both dates fall on the week of the holidays. The new schedule would be November 17th and December 15th. The motion was made by Commissioner Gould-Faison to approve the changes; seconded by Commissioner Skilton. Motion voted and carried.

Citizens' concerns and comments – None at this time.

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison noted we have had 2 main water brakes this month and both have been fixed. She noted that with all the rain we have had in town, she cautioned citizens to be careful on the roads.

Police Department – Commissioner Moseley presented the E911 report for July 2025.

Finance – Commissioner Johnston noted that our bookkeepers are starting to collect information to begin the next years audit.

Street Department – Commissioner Tyner noted that Carol (H&H Landscaping) has cut the grass in the cemetery and will come back again before the festival.

Cemetery/Parks – nothing at this time.

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

Mayor's remarks – Mayor Hogan thanked everyone for their time. She noted that ServPro contacted her about looking at the Police Building and they will get the town a report once they have looked at the building.

Motion to go into Closed Session pursuant to NCGA143-318.11 (a)(6) to discuss personnel – the motion was made to go into closed session by Commissioner Johnston at 7:56pm; seconded by Commissioner Skilton. Motion voted and carried.

Motion to come out of closed session – Motion made by Commissioner Johnston at 8:40pm to come out of closed session; seconded by Commissioner Skilton. Motion voted and carried.

Commissioner Skilton made a motion, seconded by Commissioner Tyner to adjourn at 8:44pm. Motion carried.

Josie G. Jones, Town Clerk