

**TOWN OF LITTLETON**

**LITTLETON, NORTH CAROLINA**

Town Hall  
112 East South Main Street

**AGENDA**

**August 12, 2024, 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 – STR Land Ordinance Amendment
4. Consider approval of minutes of meeting(s) held July 2024
5. Consider approval of payments of bills for August 12, 2024
6. Consider approval of Engineering RFQ for Sewer Grant SRP-W-134-0101
7. Odell-Littleton Project Update – Stacy Woodhouse
8. Megan Chambers – Planning Board
9. GLDP Market and Bike Ride – Lori Zito
10. Commissioners Reports on activities – July 2024
11. Citizen's Comments on Commissioner Reports
12. Citizens Comments and Concerns:
13. Parade Sponsors
14. Town Hall/Library Cleaning
15. Mayor's Remarks
16. Motion to go into Closed Session pursuant to NCGS143-318.11(a)(6) to discuss personnel
17. Adjourn

**The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, August 12, 2024,** at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Clyde Johnston, Ophelia Gould-Faison and Mayor Heidi Hogan, Phillip Trivette, Chief of Police, Officer Donald Duke, several citizens, and the town clerk. Mayor Hogan called the meeting to order at 6:34pm. The meeting opened with the Pledge of Allegiance.

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

**Public Hearing for STR Land Ordinance Amendment opened at 6:36pm**

**Public Hearing for STR Land Ordinance Amendment Closed at 6:42pm** – Motion made by Commissioner Gould-Faison and seconded by Commissioner Tyner. Motion voted and carried.

The motion was made by Commissioner Moseley to approve the STR Land Ordinance Amendment; seconded by Commissioner Gould-Faison. Motion voted and carried.

**Consider approval of meeting minute(s) held July 2024** – 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 August 12, 2024** - 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.

**Consider approval of Engineering RFQ for Grant SRP-W-134-0101** – The board reviewed the UPCOG's recommendation of McDavid and Associates for the engineer for Grant SRP-W-134-0101. The motion was made by Commissioner Gould-Faison to approve the recommended engineer for Grant SRP-W-134-0101; seconded by Commissioner Tyner. Motion voted and carried.

**Odell-Littleton Project Update** – Stacy Woodhouse presented updated information on the Odell-Littleton Housing Development. The plan is for 500 sq ft houses for long term stays with a total of 20 units in the first phase. He noted that this would be market rate housing at the rate of \$1000-\$1200 per month.

**Megan Chambers, Planning Board** – Nothing to add at this time.

**GLDP Market and Bike Ride – Lori Zito** – Nothing to report at this time.

**Citizens' concerns and comments** – Mrs. Williams noted her concerns for the parking at events held in her area. She asked if there is anything that can be done to help. Mayor Hogan noted that she is trying to schedule a meeting with the Acorn Center to discuss this further. Phillip Trivette, Chief of Police, noted he will use the PD Safety Cones to try and stop people parking in citizens yards.

**Commissioner's Reports** – Water/Wastewater – Commissioner Gould-Faison noted that we currently have 562 active water accounts and 506 sewer accounts. She also noted that the CCR Report has been approved by the State and the link to the website will be on the next water bill. Commissioner Gould-Faison noted that the sewer line cleaning has been completed and that 2 pumps will be installed and MacGyver School. We also have the Lead and Copper questionnaire that each citizen will need to complete.

**Police Department** – Chief Trivette presented the E911 Report for July 2024. Chief Trivette informed the board that the Charger has several major issues and would like to trade it in and purchase another police vehicle. He will get a quote for a new truck and present it at the next meeting. Commissioner Moseley asked to reach out to someone to help the town with the sell of the Police Department. Commissioner Moseley requested a budget amendment for the

Police Department – moving funds from full time salaries to part time salaries. Motion made to move funds by commissioner Moseley; seconded by Commissioner Tyner. Motion voted and carried.

Finance – Commissioner Johnston stated that the auditors have informed the town that they have completed the fieldwork for the 20-21 budget year.

Street Department – Commissioner Tyner noted that the board may want to consider approving the purchase of a phone for the Street Department to use. It is difficult to reason them during the day. She is working on a schedule for them to follow also.

Cemetery/Parks – nothing at this time.

**Citizens Comments on Commissioners Reports** – Megan Chambers asked about leaf pickup for this fall. Mayor Hogan noted that the board is working on purchasing a leaf vac for the Street Department. The question was asked what the hours are for the Police Department. Chief Trivette stated that his hours are Monday-Friday 7am-4pm or 8am-5pm and another office is on duty daily 3pm-3am.

**Parade Sponsor** – Commissioner Johnston noted that the 4<sup>th</sup> of July, Christmas and MLK parades do not have a sponsor. The Motion was made by Commissioner Johnston to have the town responsible for those parades; seconded by Commissioner Moseley. Motion voted and carried.

**Town Hall/Library Cleaning** – Commissioner Ophelia made the motion to approve the hiring of Mell Jones to clean town all and the library about 4 hours each week at the rate of \$10 per hour; seconded by Commissioner Tyner. Motion voted and carried.

**Mayor's remarks** – Mayor Hogan thanked everyone for all that they do for the Town of Littleton.

**Closed Session** - Motion made by Commissioner Gould-Faison to go into closed session pursuant to NCGS143-318.00 (a)(6) to discuss personnel; seconded by Commissioner Tyner at 8:32pm.

Return to open session at 9:11pm

The motion was made by Commissioner Gould-Faison to approve a raise for Angelo Pearson of \$20 per hour; seconded by Commissioner Tyner. Motion voted and carried.

The motion was made by Commissioner Gould-Faison to approve the purchase of a new computer for the water/sewer department; Seconded by Commissioner Tyner. Motion voted and carried.

The motion was made by Commissioner Moseley to approve the training and per diem for Angelo Pearson to complete training for the water department; seconded by Commissioner Gould-Faison. Motion voted and carried.

The motion was made by Commissioner Gould-Faison to advertise for an open position for the Water/Sewer Department; seconded by Commissioner Moseley. Motion voted and carried.

Motion was made by Commissioner Moseley to approve having Luke Compton's vehicle removed from the WWTP and towed to his residence and having the town lawnmower returned to Littleton with the cost of this being deducted from Mr. Compton's final paycheck; seconded by Commissioner Johnston. Motion voted and carried.

Commissioner Johnston made a motion, seconded by Commissioner Tyner to adjourn at 9:20pm. Motion carried.

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Josie G. Jones, Town Clerk