

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

December 16, 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. Consider approval of minutes of meeting(s) held November 2024
4. Consider approval of payments of bills for December 16, 2024
5. Budget Amendments
6. Discussion of Budget
7. Consider approval of Water/Sewer Department Bills
8. Consider approval of Water/Sewer Church Street lift station pump repair
9. Emergency Purchase Approval
10. Consider approval of Offer and Acceptance for Grant #SRP-W-ARP-0254 Pump-Station Rehabilitation Planning Project for \$267,500
11. HCIA Goals
12. Consider approval of 2025 Town Calendar
13. Commissioners Reports on activities – November 2024
14. Citizen's Comments and Concerns
 - a. Bonita Knight
15. Mayor's Remarks
16. Motion to go into Closed Session pursuant to NCGA143-318.11 (a)(6) to discuss personnel.
17. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, December 16, 2024 at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Lynn Moseley, Clyde Johnston, Mattie Tyner, Jim Skilton, 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 6:30pm. The meeting opened with the Pledge of Allegiance. Commissioner Gould-Faison followed with the invocation.

Motion to approve agenda – Item #12 Additional phone line for Town Hall to be tabled. Motion to approve the agenda with the tabled item made by Commissioner Moseley; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of meeting minute(s) held November 2024 – Commissioner Skilton made the motion to approve the minutes with spelling corrections; 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 December 16, 2024 - The board reviewed the presented bills. Motion made by Commissioner Skilton to approve the bills; seconded by Commissioner Gould-Faison. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Consider Budget Amendments – Budget amendments were presented to the commissioners for their review and approval. The amendments are needed to move funds from the Water/Sewer Fund Balance, Water/Sewer Misc Revenue and Water/Sewer Lawsuit funds to the Contract Services, Vehicle Repairs/Maintenance, and RRSD Purchases expense accounts. Commissioner Gould-Faison made the motion to approve the amendments as presented; seconded by Commissioner Skilton. Motion voted and carried. A copy of the amendments is hereby incorporated into the minutes.

Discussion of Budget – Mayor Hogan asked that all the commissioners review their department's budget to date. She asked that the budget discussion be added to the agenda for the Roundtable meeting in January 2025. Commissioner Moseley made a motion to approve the budget discussion to be added to the agenda in January 2025; seconded by Commissioner Johnston. Motion voted and carried.

Consider approval of Water/Sewer Department Bills – The commissioners were presented bill for consideration from RRSD for contract services for \$9650.02. The motion was made by Commissioner Johnston to approve the RRSD bill; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of Water/Sewer Church Street Lift Station Pump repair – A quote from Pearson Pump to repair the pump was presented to the board for approval. The quote amount is \$6,562.80. The motion was made by Commissioner Skilton to approve the repair; seconded by Commissioner Gould-Faison. Motion voted and carried.

Emergency Purchase Approval – tabled until the Roundtable meeting in January 2025.

Consider approval of Offer and Acceptance for Grant #SRP-W-ARP-0254 Pump-Station Rehabilitation Planning project – The board reviewed the Offer and Acceptance letter for the project will funds in the amount of \$267,500. The motion was made by Commissioner Gould-Faison to accept this grant; seconded by Commissioner Skilton. Motion voted and carried.

HCIA Goals – The board discussed the goals that have been submitted in past years and some suggestions were made for the 2025 goals. After this discussion, the motion was made by Commissioner Skilton to submit the goal to move the By-Pass to the South of Littleton and to

add Commissioner Mattie Tyner to the list of active commissioners; seconded by Commissioner Moseley. Motion voted and carried.

Consider approve of 2025 Town Calendar – The board reviewed the presented draft 2025 town calendar. The motion was made by Commissioner Skilton to approve the calendar; seconded by Commissioner Moseley. Motion voted and carried.

Citizens' concerns and comments – Bonita Knight asked when the speed limit signs will be installed, Chief Trivette noted that they are on order and hope to be delivered soon. Ms. Knight also asked if leaves will be picked up at her house and Commissioner Tyner stated that yes, the street department will pick up at her house. Commissioner Tyner also asked that if any citizens have issues or questions regarding the street department to please contact her.

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison noted that we are still working on our many grants for the water/wastewater department, and this is a slow process. She also noted that we have had 3 main water line breaks this month and all have been repaired. Commissioner Gould-Faison presented information on the program to help educate the public on the issues with putting oil and grease down drains – “Don’t Feed the Grease Goblin”. Commissioner Gould-Faison brought up that she has had several citizens express concerns about the purchase of the new PD vehicle. Commissioner Moseley asked that any concerns regarding the PD be sent to him or ask the citizen to contact him.

Police Department – Commissioner Moseley presented the E911 Report for November 2024. He also noted that we are waiting for the new police vehicle to be delivered and that the officers have been requalified with their firearms.

Finance – Commissioner Johnston stated that the audit is still ongoing and that the 2020-2021 field work of the audit has been completed. That information will be sent to the Auditor hopefully before the end of 2024.

Street Department – Commissioner Tyner noted that she is working on purchasing a phone for the street department, she is hopeful that this will help with communication. She also asked if the town is responsible for leaf pick-up outside the town limits. The answer to this is no, we do not pick-up leaves outside of the town limits.

Cemetery/Parks – No report at this time.

Mayor's remarks – Mayor Hogan thanked everyone for their time. She noted the issues at the Gray house and stated that Sen. Don Davis office is helping contact Brightspeed regarding the cable on the property.

Motion to go into Closed Session pursuant to NCGA143-318.11 (a)(6) to discuss personnel – motion was made by Commissioner Skilton to go into closed session at 7:24pm; seconded by Commissioner Moseley.

Motion to go back into open session made by Commissioner Moseley at 7:55pm; seconded by Commissioner Skilton.

The motion was made by Commissioner Moseley to hire Mark Oakley as a full-time police officer at the hourly rate of \$22 with health insurance; seconded by Commissioner Tyner. Motion voted and carried.

Commissioner Moseley made a motion, seconded by Commissioner Tyner to adjourn at 7:58pm. Motion carried.

Josie G. Jones, Town Clerk