

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

February 10, 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 of meeting(s) held January 2025
4. Consider approval of payments of bills for February 10, 2025
5. Consider approval of Contract for Administration Services Upper Coastal Plain Council of Governments 2024 Water System Improvement Grant #0124
6. Consider approval of the 2024 CDBG-NR Grant Resolution
7. Consider approval of the 2024 CDBG-NR Grant Budget Ordinance
8. Commissioners Reports on activities – January 2024
9. Citizen's Comments and Concerns
 - a. Fern Pitchford
10. Thomas Wrenn and Steven Ellis with Roanoke Rapids Sanitary District
11. Mayor's Remarks
12. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, February 10, 2025 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, Thomas Wrenn RRSD, Steven Ellis RRSD, Chris Williams Halifax County, 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 invitation.

Motion to approve agenda – Motion made by Commissioner Skilton to approve the agenda; seconded by Commissioner Johnston. Motion voted and carried.

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

Consider approval of payment of bills for February 10, 2025 - The board reviewed the presented bills. Motion made by Commissioner Moseley to approve the bills; seconded by

Commissioner Tyner. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Consider approval of Contract for Administration Services Upper Coastal Plain Council of Governments 2024 Water System Improvement Grant #0124 – The motion was made to approve the contract by Commissioner Gould-Faison; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of the CDBG-NR Grant Resolution – The motion was made to approved the grant resolution by Commissioner Moseley; seconded by Commissioner Johnston. Motion voted and carried.

Consider approval of the CDBG-NR Grant Budget Ordinance – The motion was made to approve the grant budget ordinance by Commissioner Gould-Faison; seconded by Commissioner Skilton. Motion voted and carried.

Citizens' concerns and comments – Fern Pitchford asked the board when the pipe at her house would be fixed she also asked what the town was going to do about the house next to hers.

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison noted the town water bill was higher than normal this month due to the many large water brakes. She also noted that the NCDEQ permits for the plant have been received to start work and that we have received 25 new water meters that will be installed soon.

Police Department – Commissioner Moseley presented the E911 Report for January 2025. He reported that there are some vehicle repairs that need to be made to the blue Explorer in the amount of \$1270. The motion was made by Commissioner Moseley to approve the repairs; seconded by Commissioner Tyner. Commissioner Moseley also noted that vehicle repairs for the silver Explorer are needed in the amount of \$601.74. The motion was made by Commissioner Moseley to approve the repairs; seconded by Commissioner Tyner. Commissioner Moseley stated that with the trade-in for the Dodge Charger amount changing some, we are short of the approved amount by \$776.97. Officer Duke suggested that the town sell the old Crown Vic police vehicle to offset the cost. The motion was made by Commissioner Moseley to sell the old police vehicle; seconded by Commissioner Tyner.

Officer Duke informed the board that the speed limit signs have been received, and he has contacted Al Cooke for an installation quote. He also noted that the Retirement party for Phillip Trivette is planned for February 12 at the Warren County EMS Station.

Finance – Commissioner Johnston stated that the audit is still ongoing.

Street Department – Commissioner Tyner noted there are no updates at this time.

Cemetery/Parks – Commissioner Skilton informed the board that the town has had a request to redo the concrete around a family plot in the cemetery. The motion was made by Commissioner Skilton to allow the request with clarification of the receipt; seconded by Commissioner Tyner.

Citizen's Comments on Commissioner Reports – Bonita Knight asked for the town to add rock at her house where the road work was done. Commissioner Tyner stated that she would investigate this request.

Thomas Wrenn and Steven Ellis with Roanoke Rapids Sanitary District – Thomas Wrenn brought concerns of the sustainability of the water/sewer system in Littleton. He noted that Roanoke Rapids Sanitary District sees 2 options for the town, to stay in the water/sewer business or consider asking Halifax County to assist or take over the system. If Littleton decides to keep the system, the recommendation is that the town hires more employees to manage the system. Mr. Wrenn thanked the board for their time.

The commissioners discussed the information that Mr. Wrenn and Mr. Ellis presented and the recommendations that were made. After some discussion, the motion was made by Commissioner Skilton to send a letter to Halifax County asking to start discussions on helping with the water/sewer system; seconded by Commissioner Tyner. A copy of the letter will be incorporated into the minutes. Motion voted and carried

Mayor's remarks – Mayor Hogan thanked everyone for their time.

Commissioner Moseley made a motion, seconded by Commissioner Gould-Faison to adjourn at 8:38pm. Motion carried.

Josie G. Jones, Town Clerk