

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

January 22, 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. Proclamation – Family of Winfield F. Young
4. Consider approval of minutes of meeting(s) held December 2023
5. Consider approval of GLDP First Friday Schedule for 2024
6. Consider approval of payments of bills for January 22, 2024
7. Budget Amendments
8. Commissioners Reports on activities – January 2024
9. Consider approval of policies:
 - a. ARPA Funding Contract Policy
 - b. Nondiscrimination Policy
 - c. Eligible Use Policy
 - d. Record Retention Policy
 - e. Conflict of Interest Policy
 - f. Allowable Cost Policy
10. Water/Sewer Ordinance – Water Backflow
11. Water Distribution ORC
12. Water/Sewer Emergency Purchases
13. Notary Fee increase
14. Consider approval of Resolution Surplus Property
15. Police Station Building
16. Police Station Base Radio
17. Mayor's Remarks
18. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, January 22, 2024, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Lynn Moseley, Clyde Johnston, Evelyn Melton, Ophelia Gould-Faison, and Mayor Heidi Hogan, Phillip Trivette, Chief of Police, Officer Donald Duke, Luke Compton, ORC, Lori Zito, 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 – There were two additions to the agenda, the Proclamation – Family of Winfield F. Young and Training for Officer Donald Duke. Motion was made by Commissioner Gould-Faison to approve the agenda with additions; seconded by Commissioner Skilton. Motion voted and carried.

Proclamation – Winfield F. Young – Commissioner Gould-Faison read the proclamation to the board, members of the Young family and several citizens of Littleton. Commissioner Gould-Faison noted that the Young family has done many things for the Town of Littleton over the years and it is an honor to present the proclamation.

Consider approval of meeting minute(s) held December 2023 – Commissioner Skilton made the motion to approve the minutes; seconded by Commissioner Moseley. Motion voted and carried. A copy of the minutes are hereby incorporated into the minutes.

Consider approval of GLDP First Friday Schedule for 2024 – Lori Zito from the GLDP presented the proposed schedule for the 2024 First Friday Night bands. The dates for the schedule are May 24, June 7, July 5 and August 2 from 6pm-9pm in the town parking lot. The lot will need to be closed on those dates starting at 5pm. The police department will handle the signage for the closure of the lot. Motion was made by Commissioner Moseley to approve the GLDP's use of the town parking lot for the above dates; seconded by Commissioner Johnston. Motion voted and carried.

Consider approval of payment of bills for January 22, 2024 - The board reviewed the presented bills. Motion made by Commissioner Gould-Faison to approve the bills; seconded by Commissioner Skilton. 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 were suggested by our audits for the 2023-2024 FY. Commissioner Moseley made the motion to approve the amendments as presented; seconded by Commissioner Gould-Faison. Motion voted and carried. A copy of the amendments is hereby incorporated into the minutes.

Consider approval of policies – The NCDEQ has requested that the town have several policies in place before we receive the grant funds for our water/sewer projects. Those policies were presented for review to the board. ARPA funding contract policies, motion made by Commissioner Johnston; seconded by Commissioner Gould-Faison, Nondiscrimination Policy, motion made by Commissioner Skilton; seconded by Commissioner Gould-Faison, Eligible Use Policy, motion made by Commissioner Johnston; seconded by Commissioner Skilton, Record Retention Policy, motion made by Commissioner Moseley; seconded by Commissioner Gould-Faison, Conflict of Interest Policy, motion made by Commissioner Gould-Faison; seconded by Commissioner Skilton, Allowable Costs Policy, motion made by Commissioner Skilton; seconded by Commissioner Johnston, all policies were approved. Motions voted and carried.

Consider approval of Water Backflow Ordinance – Luke Compton, ORC presented the Water Backflow Ordinance to the board for their review. Motion was made by Commissioner Gould-Faison to approve the proposed ordinance; seconded by Commissioner Skilton. Motion vote and carried.

Water distribution ORC – Commissioner Gould-Faison informed the board that with the retirement of our water distribution ORC Greg Wilson from Roanoke Rapids Sanitary District, David Scott from RRSD will be taking over the ORC responsibilities.

Water/Sewer Emergency Purchases – RRSD has requested that the board approve funds to be set aside for water/sewer emergency purchases as they see necessary. After some discussion, this item has been tabled for clarification on how this can be done.

Consider Notary Fee increase – the notary fee can be increased from \$5 per signature to \$10 per signature according to the State. Motion made by Commissioner Moseley to increase the fee; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of Resolution Surplus Property – The Resolution for Surplus Property was presented to the board for approval. Motion made by Commissioner Moseley; seconded by Commissioner Johnston. Motion voted and carried.

Citizens' concerns and comments – Mayor Hogan reminded everyone of the town's 3-minute comment policy. Fern Pitchford stated that she was following up on her concerns from the last meeting. She also asked about the draining issues around her house and what the status was.

Consider Ordinance 23-015 Amendment to code of ordinances to require owner of property co-sign application for utility service at that location – The commissioners reviewed the ordinance. Motion was made by Commissioner Gould-Faison to approve the ordinance; seconded by Commissioner Skilton. Motion voted and carried.

Police Station Building – Mayor Hogan noted that the Street Department will help clean out the building tomorrow. This will help get the building ready for sale.

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison asked Luke Compton, ORC to present the water/wastewater report for December 2023 and January 2024 to the Board. Mr. Compton asked the board to consider approval to use funds from the lawsuit to repair the pump station generators. A motion was made by Commissioner Gould-Faison to approve the request; seconded by Commissioner Skilton. Motion voted and carried. Commissioner Gould-Faison thanked Luke and the Street Department for their work on the blockage on Ferguson Street.

Police Department – Commissioner Moseley presented the E911 Report for December 2023. He also noted that the Explorer needs \$836.36 in repairs, would like to use the remaining New Dixie donation to have it fixed. Motion made by Commissioner Moseley; seconded by Commissioner

Skilton. Commissioner Moseley noted that he would like to send Officer Donald Duke to a training class for Property & Evidence Holding in March. Motion was made by Commissioner Moseley to approve the training class and state allowed per diem; seconded by Commissioner Johnston. Motion voted and carried.

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

Street Department – nothing to report at this time.

Cemetery/Parks – Commissioner Skilton noted that the State is offering the bike helmet grant again this year and we will reapply for it.

Police Station Building – Mayor Hogan noted that we need to know what is to be included in the bid price for the building. After some discussion, the amount owed on the building at the date of closing and the building will be sold as is. The board would like to have a sign on the building noted this. Mayor Hogan will work on having a sign made for the building.

Police Station Base Radio – the town will need to purchase an antenna for the base station at Halifax Central costing \$1035. Motion was made by Commissioner Moseley to approve the purchase with the funds being taken from 10-500-13 utilities; seconded by Commissioner Skilton. Motion voted and carried.

Mayor's remarks – Mayor Hogan thanked everyone for their time. She also thanked the Police Department for their help with the Annual Christmas Parade.

Commissioner Moseley made a motion, seconded by Commissioner Skilton to adjourn at 8:30pm. Motion carried.

Josie G. Jones, Town Clerk