

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

June 23, 2025, 6:30 p.m.

Roundtable 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 Bills for June 23, 2025
4. Budget Amendments
5. Water/Sewer Readings Correction Letter
6. Water Meter Quote Review
7. Consider approval of Delegation of Authority to Submit Disbursement Requests for NCDEW Project Funds
8. Contract Quote for Cemetery
9. Consider approval of LWSP (Local Water Supply Plan) Resolution
10. PD Purchase – Chief Donald Duke
11. Mayor's Remarks
12. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, June 23, 2025, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Ophelia Gould-Faison, Clyde Johnston, Mattie Tyner, Jim Skilton, Mayor Heidi Hogan, Acting Police Chief Donald Duke, Chris Williams, Public Utilities Director for Halifax County and the town clerk. Mayor Hogan called the meeting to order at 6:30pm.

Motion to approve agenda – Motion was made by Commissioner Skilton to approve the agenda with the addition of PD purchase; seconded by Commissioner Johnston. Motion voted and carried.

Consider approval of payment of bills for June 23, 2025 - The board reviewed the presented bills, there was 1 additional bill for Al Cooke for \$450 for tree removal. Motion made by Commissioner Gould-Faison to approve the bills with the additional bill; seconded by Commissioner Skilton. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes. Mrs. Jones presented a bill from the bookkeepers at Anthony, Tabb for \$12,619, she asked that the board approve the bill with the funds coming from the general fund appropriation. Motion was made by Commissioner Skilton; seconded by Commissioner Gould-Faison. Motion voted and carried.

Budget Amendments – Mrs. Jones, Town Clerk presented proposed final budget amendments for 2024-2025 for all departments to the board. She noted that the need to use much of the water/sewer fund balance and lawsuit funds will be needed to balance the water/sewer line items. By doing this there will be very little fund balance and lawsuit funds left available. She noted that we will need to be even more careful in the next budget year with spending. After review, the motion was made by Commissioner Skilton to approve the amendments; seconded by Commissioner Gould-Faison. Motion voted and carried.

Water/Sewer Readings Correction Letter – The commissioners reviewed the revised letter and meter reading information. The motion was made by Commissioner Skilton to approve the letter to be sent to the affected companies by certified mail with signature; seconded by Commissioner Gould-Faison. Motion voted and approved.

Water Meter Quote Review – An updated quote from Ferguson Enterprise for Sensus water meter replacement (\$495,000) for all meters in town was reviewed. These are the same meters that Halifax County uses. A motion was made by Commissioner Skilton to instruct staff to develop a resolution for a capital project ordinance to purchase and install automated metering infrastructure based on the estimate from Ferguson Enterprises/Sensus using state appropriated funds; seconded by Commissioner Tyner. Motion voted and carried.

Consider approval of Delegation of Authority to Submit Disbursement for NCDEQ Project Funds – The board was presented the NCDEQ Delegation of Authority to Submit Disbursement Requests for Division of Water Infrastructure Project Funds form. The authorized representatives will be Josie Jones, Town Clerk/Finance Officer, Ellen Eller, Asst. Town Clerk and Clyde Johnston, Jr. Commissioner. The motion was made by Commissioner Skilton to approve the authorized representatives; seconded by Commissioner Gould-Faison. Motion voted and carried.

Contract Quote for Cemetery – Commissioner Tyner informed the board that she would like to contract with Carlos Herrera to assist a few times each year in cutting the grass and weed eating at the cemetery. This will help the Public Works department not get behind with this task. The motion was made by Commissioner Skilton to approve the contract service with Mr. Herrera to assist the Public Works Department; seconded by Commissioner Gould-Faison. Motion voted and carried.

Consider approval of LWSP (Local Water Supply Plan) Resolution – The board reviewed and discussed the 2024 LWSP. This resolution needs to be adopted in order to be compliant with NCDEQ. The motion was made by Commissioner Gould-Faison to approve the presented resolution; seconded by Commissioner Skilton. Motion voted and carried.

Police Department Purchases – Chief Duke asked for approval to have one of the PD vehicles repaired, cost would be \$535, with the funds coming from vehicle maintenance. The motion was made by Commissioner Skilton; seconded by Commissioner Tyner. Motion voted and carried. Chief Duke also asked to use some of the remaining funds in the 2024-2025 budget to purchase 4 tasers \$16,420. Paying half in 2025 and \$1830 each year for 4 years. Commissioner Skilton made the motion to approve the taser purchase; seconded by Commissioner Tyner. Motion voted and carried.

Mayor's Remarks – Mayor Hogan noted that the drying beds at the water treatment plant need to be cleaned and redone. There are a couple of options to having this done and this is something that we must do this; one option would be to have RRSD allow their summer interns to do the work. This would be the most cost effective. RRSD fee would be for a 3-person crew at \$100 per hour plus mileage and being completed in 1 workday.

Commissioner Gould-Faison noted that she still believes that all town vehicles must be marked including the new PD truck.

The paving has been completed for the Downtown Flooding grant; this was the last item that needed to be done. The motion was made by Commissioner Johnston to approve closing out this grant; seconded by Commissioner Gould-Faison. Motion voted and carried.

Commissioner Skilton made a motion, seconded by Commissioner Tyner to adjourn at 8:49pm. Motion carried.

Josie G. Jones, Town Clerk