

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

May 13, 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 April 2024
4. Consider approval of purchase of water meters
5. Consider approval of payments of bills for May 13, 2024
6. Budget Amendments
7. GLDP Sponsor Sign – Lori Zito
8. Event Permit Request – Brian Teele
9. Consider appointment of Subdivision Review Board
10. Consider increase in zoning fee schedule
11. Commissioners Reports on activities – April 2024
12. Citizen’s Comments on Commissioner Reports
13. Citizens Comments and Concerns:
 - a. Bonita Knight
 - b. Irwin Jackson
 - c. James Mills
14. Police Station Building
15. Consider approval of Contract for Administration services Upper Coastal Plans Council of Governments for Grant SRP-W-134-0101
16. Consider approval of Resolution for Sewer System Improvements Grant
17. Consider approval of Capital Project Ordinance for Grant SRP-W-134-0101
18. Cemetery Grass Cutting Schedule
19. 2024-2025 Budget
20. Town Lights
21. Mayor’s Remarks
22. Motion to go into Closed Session pursuant to NCGA143-318.11 (a)(6) to discuss personnel
23. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, May 13, 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 – Motion was made by Commissioner Gould-Faison to approve the agenda; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of meeting minute(s) held April 2024 – Commissioner Skilton made the motion to approve the minutes; seconded by Commissioner Gould-Faison. Motion voted and carried. A copy of the minutes are hereby incorporated into the minutes.

Consider approval of purchase of water meters – request tabled until the May 28th meeting.

Consider approval of payment of bills for May 13, 2024 - 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.

Budget Amendments – Mrs. Jones presented a bill from Cauley Pridgen for title work completed as requested for the wastewater grant. She asked the board which line item this bill needs to be paid from. Commissioner Gould-Faison made the motion to pay the bill from Fund Balance; seconded by Commissioner Skilton. Motion voted and carried.

GLDP Sponsor Sign – Lori Zito asked if the board consider the sign be updated and put back in the town parking lot. Mayor Hogan noted that she would like to see the sign moved out that it has served its purpose. Mrs. Zito noted that the GLDP planned to reconfigure and move the sign to a different location in the parking lot. She also asked if they needed to remove the sign and what would the time frame be for removal.

Event Permit Request – The GLDP presented a request for an event permit to close the town parking lot on September 28, 2024 from 6am-3pm for a vendor fair during the Bikes for Bluejay Fun Ride. Commissioner Moseley made the motion to approve the request; seconded Commissioner Tyner. Motion voted and carried.

Consider appointment of Subdivision Review Board – tabled until the May 28th meeting.

Consider increase in zoning fee schedule – The request to increase the zoning fee schedule to \$200 per hour was presented to the commissioners with a cap of 10 hours. Motion was made by Commissioner Skilton to increase the zoning fee; seconded by Commissioner Moseley. Motion voted and carried.

Citizens' concerns and comments – none at this time.

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison noted that Littleton has 556 water and 501 sewer customers. She apologized for the sewer backup issues

that were caused by Bromet. The water/sewer department has hired Angelo Pearson to assist Luke Compton. She thanked Angelo and Roanoke Rapids Sanitary District for all their help while Luke is out of the office. The Storm Drain project should begin in 2 weeks and should be completed by the first of August 2024.

Police Department – Commissioner Moseley presented the E911 Report for April 2024. He noted that the PD remains short-staffed and are using part-time officers as much as possible and that we are currently advertising for a full-time officer. He also noted that the week of May 15th is National Police Week and he thanked our police officers for all that they do for the town.

Finance – Commissioner Johnston stated that the auditors have informed the town that they will be back to continue working on the audit soon. He also noted that we must have the 2024-2025 budget completed for public viewing by May 28, 2024.

Street Department – Commissioner Tyner noted that we are working on getting quotes for replacing the sidewalk from the Library to the stop light.

Cemetery/Parks – Commissioner Skilton noted that we need a sign for the fence at the park noting the hours that the park is open and would like to add cameras to the area. Chief Trivette is working on pricing for this.

Citizens Comments on Commissioners Reports – no comments

Citizens Comments and Concerns: Carolyn Ross-Holms read her concerns with the alleged misconduct of a police officer to the board of commissioners. A copy of the comments is available for review in Town Hall.

Police Station Building – Commissioner Moseley stated that the town has received 2 bids for the police building. He is working with the town attorney to move forward with the bids.

Consider approval of Contract for Administration services Upper Coastal Plains Council of Governments for Grant SRP-W-134-0101 – The commissioner reviewed the contract, and a motion was made to approve by commissioner Skilton; seconded by Commissioner Gould-Faison. Motion voted and carried.

Consider approval of Resolution for Sewer System Improvements Grant SRP-W-134-0101 – Motion was made to approve the resolution by Commissioner Gould-Faison; seconded by Commissioners Skilton. Motion voted and carried.

Consider approval of Capital Project Ordinance for Grant SRP-W-134-0101 – Motion was made by Commissioner Skilton; seconded by Commissioners Gould-Faison. Motion voted and carried.

Cemetery Grass Cutting Schedule – Commissioner Skilton asked what the schedule is for cutting the grass at the cemetery. Mayor Hogan noted that she will get that information to Commissioner Skilton.

2024-2025 Budget – The town clerk noted that the commissioner will need to discuss the proposed 2024-2025 budget at the May 28th meeting.

Town Lights – Mayor Hogan noted that the request to add lights to the crape myrtle trees on main street at the cost of \$1000. She would like to use \$500 out of the street department funds to do this with the additional funds donated by Matt Johnston of \$500.

Motion to go into Closed Session pursuant to NCGA143-318.11 (a)(6) to discuss personnel – Motion made by Commissioner Moseley at 7:55pm; seconded by Commissioner Skilton.

Motion to return to open session made by Commissioner Gould-Faison at 8:25pm; seconded by Commissioner Moseley.

Motion was made by Commissioner Gould-Faison to approve the water/sewer department employees being paid 65.5cent per mile when they are called back to town for an emergency; seconded by Commissioner Moseley. Motion voted and carried.

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

Commissioner Skilton made a motion, seconded by Commissioner Moseley to adjourn at 8:26pm. Motion carried.

Josie G. Jones, Town Clerk