

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

October 10, 2022, 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 September 2022
4. Approval for payment of bills for October 10, 2022
5. Resolutions for Bank Signatures
6. Review and consider quotes for WEB/TV for Town Hall
7. Engineering Services Agreement for the WWPT Rehabilitation Project
8. CPA Audit Update
9. Street Signs/Speed Humps
10. Police Station
11. Town Dump
12. Street Equipment Quotes
13. Board Retreat
14. New Ordinance
15. Citizen's concerns and comments
16. Commissioners Reports of activities September– 2022
17. Citizen's Comments on Commissioners' reports
18. Motion to go into Closed Session pursuant to NCGS143-318.11(a)(6) to discuss personnel
19. Mayor's Remarks
20. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, October 10, 2022, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Lynn Moseley, Jim Skilton, and Clyde Johnston, Phillip Trivette, Chief of Police, Officer Donald Duke, Officer Steven Whitfield, Luke Compton, ORC, Seth Anderson, Fred Stowe, Heidi Hogan and the town clerk. Mayor Pro-Tem Gould-Faison presided over the meeting. Mayor Pro-Tem Gould-Faison called the meeting to order at 6:30 p.m. The meeting opened with the Pledge of Allegiance. Commissioner Moseley followed with the invocation.

Commissioner Skilton made a motion; seconded by Commissioner Johnston to approve the agenda. The motion voted and carried.

Commissioner Skilton made a motion; seconded by Johnston to approve the September 2022 minutes as presented. Motion voted and carried.

Consider approval of payment of bills for October 10, 2022 - The board reviewed the presented bills. Motion made by Commissioner Johnston to approve the bills; seconded by Commissioner Skilton. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Resolution for Bank Signatures – Resolutions were presented for Designation of Town/Applications agents for First Citizens, NCCMT and Truist. Motion was made by Commissioner Skilton to approve the resolutions as presented; seconded by Commissioner Moseley. Motion voted and carried. A copy of the resolutions are hereby incorporated into the minutes.

Review and consider quotes for WEB/TV for Town Hall – tabled until the next meeting.

Engineering Services Agreement for the WWTP Rehabilitation Project – Fred Stowe spoke the board regarding the proposed engineering services agreement from Rivers & Associates. He noted that there is some confusion as to why the Town published an ad requesting RFQ's for this project in the Roanoke Rapids Daily Herold newspaper. The town had signed an agreement with the UCPCOG to be the administrator of this project and it was the UCPCOG who asked for the ad to be placed in the newspaper. Mayor Pro-Tem Gould-Faison stated that she would talk with the UCPCOG for more information and will update the board as well as Rivers & Associates.

CPA Update – Mrs. Jones, town clerk informed the board that Gary Pittman with Anthony & Tabb CPA firm from Wilson, N.C. will be providing the services that our current CPA firm cannot. Information needed by Mr. Pittman has been emailed to him and we are waiting for an update from him. Mr. Pittman did inform the Mrs. Jones that he hopes to have his part of our audit completed by the end of November 2022.

Street Signs/Speed Humps – Commissioner Skilton noted that the street signs have been delivered. Luke Compton, ORC stated that he will talk with Chief Trivette about where the signs will need to be placed. Those areas will need to be marked so no lines will be cut.

A copy of a quote for speed humps and the supplies to install them was given to the board for review. The quote total is \$16,358.70 to purchase. A motion was made by Commissioner Moseley to approve the purchase of the speed humps using Powell Bill funds; seconded by Commissioner Skilton. Motion voted and approved.

Police Station – Commissioner Moseley stated there is nothing new to report at this time. He is still looking for a temporary location for the Police Department to move to and will update the board at the next meeting.

Town Dump – Josie Jones, Town Clerk informed the board that we are waiting on quotes to have the town dump cleaned out. We have had 3 companies look at it and only 1 of those 3 want to quote this job. There is one more company that is planning to come to the dump to look it and hopefully quote the job. Mrs. Jones will update the board at the next meeting.

Street Equipment Quotes – Josie Jones, Town Clerk presented 2 quotes for tractors to the board. The board discussed the quotes in detail. Funds to purchase the tractor will come from the Street Fund Grant that Littleton received from the State. Motion was made to purchase the Kubota tractor with cutter and 4n1 bucket attachment from Barnes Equipment by Commissioner Skilton; seconded by Commissioner Moseley. Motion voted and carried.

Board Retreat – Mayor Pro-Tem Gould-Faison stated that she believes that the board needs to schedule a retreat. Commissioner Skilton noted that he thinks that we should wait until we have a full board. The board discussed further and decided to table this item until the next meeting.

New Ordinance – this item is tabled until the next meeting

Citizen's concerns and comments – None

Commissioner's Reports – Finance – Commissioner Johnston read his September 2022 Finance Report. A copy of the report is hereby incorporated into the minutes.

Cemetery/Parks – Commissioner Skilton noted we the bike racks are in and need to be installed. Installation should be completed the week of October 17th.

Police – Commissioner Moseley noted that the viper police radios have been received by the department. He also noted that all suspects in the recent murder have been arrested. He thanked the police officers for all their hard work on this case.

Water/Sewer – Luke Compton, ORC reviewed the September 2022 Water/Wastewater monthly report with the commissioners. Mayor Pro-Tem Gould-Faison thanked Mr. Compton for all his hard work for the town. She also noted that there have been safety concerns from the citizens regarding the new retention pond near Lakeland Arts Center, she is looking into this issue and will update the board as she receives more information. A copy of the monthly report is hereby incorporated into the minutes.

Streets – no report at this time

Citizen's Comments on Commissioner's Reports – none at this time.

Closed Session – Motion was made by Commissioner Moseley to go into closed session at 8:15pm pursuant to NCGS143-318.11(a)(6) to discuss personnel; seconded by Commissioner Skilton. Motion voted and carried.

The board came out of closed session at 8:55pm

Commissioner Johnston will speak with Mike Clark to see if he would be interested in working for or consulting for the street department.

Mayor's remarks – Mayor Pro-Tem Gould-Faison thanked everyone for coming to the meeting. She noted that she and Luke Compton, ORC are scheduled to meet with Stacy Woodhouse to discuss the brewery and its water and wastewater needs. She will update the board after this meeting.

Budget Amendment – there was one additional item that needed to be discussed before the adjournment of the meeting. Josie Jones, Town Clerk stated that funds need to be added to contract services in the street department to cover for port-a-john rentals for the remainder of the budget. The amount needed is \$2000. A motion was made by Commissioner Skilton to move funds from electricity to contract services in the amount of \$2000; seconded by Commissioner Johnston. Motion voted and carried.

Commissioner Skilton made a motion; seconded by Commissioner Johnston to adjourn at 9:05pm. Motion carried.

Josie G. Jones, Town Clerk