

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

November 14, 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 October 2022
4. Approval for payment of bills for November 14, 2022
5. Downtown Flood and Drainage Project RFQ Recommendation
6. \$4million WWPT Improvement Project RFQ Recommendation
7. \$4.75million grant priority list for collections system
8. Street Signs/Speed Humps
9. Police Station – Relocation and Lease
10. Budget Amendment
11. Police Department Policy Proposal
12. Town Dump Cleaning Quotes
13. Electrical quote for Town Hall
14. New Ordinance
15. By-pass pump – scrap proposal
16. Vendor Permit – Jason Peshorn
17. Citizen’s concerns and comments
18. Commissioners Reports of activities October – 2022
19. Citizen’s Comments on Commissioners’ reports
20. Mayor’s Remarks
21. Motion to go into Closed Session pursuant to NCGS143-318.11(a)(6) to discuss personnel
22. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, November 14, 2022, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Lynn Moseley, and Clyde Johnston, Phillip Trivette, Chief of Police, Officer Donald Duke, Luke Compton, ORC, Jason Peshorn, Kim Gray, Librarian, Heidi Hogan, Stacy Woodhouse by Zoom 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. Mayor Pro-Tem Gould-Faison followed with the invocation.

Mayor Pro-Tem Gould-Faison noted additional items that need to be added to the agenda. The addition of \$4million WWPT improvement projection RFQ recommendation and moving Mayor's Remarks before the closed session. Commissioner Johnston made a motion; seconded by Mayor Pro-Tem Gould-Faison to approve the agenda with changes. The motion voted and carried.

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

Consider approval of payment of bills for November 14, 2022 - The board reviewed the presented bills. After some discussion, the invoice from Southern Software for 2 additional RMS licenses (\$1900) was added to the list of bills to be approved for payment. 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.

Downtown Flood and Drainage Project RFQ Recommendation – Mayor Pro-Tem Gould-Faison presented the engineer RFQ recommendation from the Upper Coastal Plain Council of Governments (UCPCOG) to award McDavid & Associate, Inc for the Downtown Flood and Drainage project. Motion made by Commissioner Moseley to award McDavid & Associate with the Downtown Flood and Drainage project; seconded by Commissioner Johnston. Motion voted and carried.

\$4million WWTP Grant RFQ Recommendation – Mayor Pro-Tem Gould-Faison presented the engineer RFQ recommendation for the UCPCOG to award McDavid & Associates, Inc. for the \$4million WWTP grant. Motion made by Mayor Pro-Tem Gould-Faison; seconded by Commissioner Johnston. Motion voted and carried.

\$4.75million WWTP Grant priority list for Collections System – Luke Compton, ORC noted we are waiting to receive a contract from the UCPCOG to administer the grant. He is in contact with Joe Dooley for any further needs. He will update the board at the next meeting.

Street Signs/Speed Humps – Chief Trivette informed the board that we have received the signs and supplies to install them. He thanked Al Cooke for all his help with this process. Chief Trivette stated that he would also need to purchase post hole diggers to install the signs, the cost for that would be approximately \$200. Chief Trivette will work with Luke Compton, ORC on marking the area for the signs to be sure we a water line is not broken. Motion was made by Commissioner Moseley to purchase post hole diggers; seconded by Commissioner Johnston. Motion voted and carried.

Police Station – Relocation and Lease – Commissioner Moseley presented the leases for the temporary location for the Police Department. The first lease is for a pro-rated month of November with the security deposit (pro-rated rent \$400.08, security deposit \$400), the second is for the 12-month lease starting December 1, 2022 through November 30, 2023 and the cost

of \$500 per month. Motion was made by Commissioner Moseley to approve the leases for the temporary location for the police department; seconded by Commissioner Johnston. Motion voted and carried.

Budget Amendment – There will need to be a budget amendment made to coverage the cost of temporary location for the police department, which total for the remainder FY 2022-2023 is \$4300.08. After some discussion, Commissioner Moseley asked for \$500 from PD Generator, \$2,900 from Travel & Training, \$420.08 from Miscellaneous and \$480 from Drug Interdiction to be moved to the rent line item. Motion made by Commissioner Moseley; seconded by Commissioner Johnston. Motion voted and carried. The budget amendment will be made.

Police Station Building – Commissioner Moseley informed the board that the PD is waiting for the internet and phones to be moved to the temporary location, once that has been done, he and Chief Trivette will work on a plan for the next steps with the PD building and what the cause of the mold is and where it is coming from. He will keep the commissioners updated as he receives more information. Mayor Pro-Tem Gould-Faison is still hoping that the USDA will forgive the loan that the town has currently on the building. Commissioner Moseley stated that he is in contact with Monica Thornton from the USDA to see if there were any grants that would help us with this loan.

Police Department Policy Proposal – Commissioner Moseley presented a purchase policy proposal to the board. After some discussion, it was suggested the town attorney review the policy. This will be tabled until the December 2022 meeting.

Town Dump Cleaning Quotes – Josie Jones, Town Clerk/Finance Officer presented 2 quotes for cleaning the town dump out. Motion was made by Commissioner Moseley to award Shearin Loader Services to clean and remove the debris from the dump; seconded by Commissioner Johnston. Motion voted and carried.

Electrical quote for Town Hall – Josie Jones, Town Clerk/Finance Officer presented a quote from Lake County Heating and Cooling to replace all lights in town hall to LED's, to move the light switch and add an electrical plug in the town hall meeting room. Motion was made by Commissioner Moseley to approve the quote; seconded by Commissioner Johnston. Motion vote and carried.

New Ordinance – Chief Trivette stated that this request can be removed from the agenda. The new ordinance book for the town has been completed and it would be a fee to add another ordinance at this time. He will continue to remind the citizens to no put grass clippings in the road, as it is dangerous for motorcycles.

By-pass Pump – Luke Compton, ORC noted that there is an old by-pass pump at the wastewater plant that is not working, he would like to allow Roanoke Rapids Sanitary District to have it to see if they can repair the pump. Motion was made by Commissioner Moseley to give the pump to RRSD; seconded by Commissioner Johnston. Mr. Compton also noted that he has some scrap

metal at the plant that he would like to take to the scrap yard. Motion was made by Commissioner Moseley to allow Luke Compton to take the scrap metal to the scrap yard, any money made from this will be split between all town departments; seconded by Commissioner Johnston. Motion voted and carried.

Vendor Permit – Jason Penshorn requested a vendor permit to set up a hot dog and snack cart in the town parking lot. He did not have dates to ask for at this time, but he will contact town hall when he would like to set up. Mr. Penshorn was informed that the cost would be \$10 per day to set up in the town parking lot. Motion was made by Mayor Pro-Tem Gould-Faison to allow Mr. Penshorn to set up a hot dog and snack cart in the town parking lot; seconded by Commissioner Moseley. Motion voted and carried.

Citizen's concerns and comments – Kim Gray asked about the areas that the Downtown Flood and Drainage grant will be used for, near her house drainage is a huge issue. Mayor Pro-Tem Gould-Faison informed her that once the engineer makes their recommendation, the board would pass that information to the citizens of Littleton.

Stacy Woodhouse gave the board an update on several projects that the Fitts foundation is currently working on. Those projects include: the brewery is scheduled to be finished by October 2023, Lakeland Arts will be finished in August 2023, School project design should be finished by mid-2024, old service station remodel and new business has begun, and Mr. Woodhouse will update the board soon on what will be in this building. Mayor Pro-Tem Gould-Faison asked about the retention pond on Ferguson Street and if there were any plans to put a fence around it, there are concerns about safety at the pond. Mr. Woodhouse stated that once construction is completed, the plan is to add a fence around the pond.

Commissioner's Reports – Commissioner Moseley presented the E911 report from October 2022 to the board.

Water/Wastewater – Luke Compton, ORC presented the October 2022 water/wastewater report to the board. Mr. Compton noted that he and the street department employees had been trained on the tractor that the town purchased. There was a pumping station failed and with the help of RRSD, the pump station is fixed and back online. Lateral line coming from Newsom Insurance and Lake Fabrics was replaced and there were several water line brakes that were repaired. He also noted that there have been several issues with grease blockages in town and he asked that citizens not put grease down their drains. A copy of the complete report is hereby incorporated into the minutes.

Finance – Commissioner Johnston presented the finance report for October 2022.

Street Department – Mayor Pro-Tem Gould-Faison reported that the street department has been working hard on removing leaves throughout the town. She noted that she received a thank you for the fast pick up of leaves in town.

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

Mayor's remarks – Mayor Pro-Tem Gould-Faison thanked everyone for coming to the meeting. She noted that all dogs need to be on a leash anytime out in public, there was a dog bit reported in October. She asked that citizens continue to bag leaves, lock car doors, not to leave anything valuable in vehicles and thanked and asked citizens to check on each other. She is also glad to see that the town is moving forward with the grants that we have received.

Closed Session – Motion was made by Commissioner Moseley to go into closed session at 8:25pm pursuant to NCGS143-318.11(a)(6) to discuss personnel; seconded by Commissioner Johnston. Motion voted and carried.

The board came out of closed session at 8:45pm

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

Josie G. Jones, Town Clerk