

**TOWN OF LITTLETON**

**LITTLETON, NORTH CAROLINA**

Town Hall  
112 East South Main Street

**AGENDA**

**December 12, 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 November 2022
4. Approval for payment of bills for December 12, 2022
5. \$4.75 million grant priority list for collections system
6. Consider approval of Administrative Contract from UCPCOG for \$4.75million grant
7. Police Station Building
8. Police Department Policy Proposal
9. Water Meter Reading Equipment Upgrade
10. EPA Lead and Cooper Rule Update
11. Consider approval of Draft Town Calendar for 2023
12. Citizen's concerns and comments
13. Commissioners Reports of activities November 2022
14. Citizen's Comments on Commissioners' reports
15. Mayor's Remarks
16. Adjourn

**The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, December 12, 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, Officer Steven Whitfield, Luke Compton, ORC, Kim Gray, Librarian, Heidi Hogan, Keith Hamm, Evelyn Melton, Douglas Rose 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 noted a correction to the November 14 meeting minutes. He was not present for this meeting and did not second the motion to approve bills for payment, it was Commissioner Moseley. The town clerk will make the correction to the minutes. Commissioner Johnston made a motion; seconded by Commissioner Moseley to approve the November 2022 minutes with correction. Motion voted and carried.

**Consider approval of payment of bills for December 12, 2022** - The board reviewed the presented bills. Two additional bills were 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.

**Collection System priority list for \$4.75million grant** – Mayor Pro-Tem Gould-Faison informed the board that our ORC with the help of the UCPCOG has prepared a priority list for the collection system and asked Luke Compton, ORC to present the list to the board. Mr. Compton described the different items on the list with their estimated cost.

**Consider approval of the Administrative Contract from UCPCOG for the \$4.75million Grant** – Mayor Pro-Tem Gould-Faison presented the proposed contract from the UCPCOG to the board. After reviewing the contract, a motion made by Commissioner Skilton; seconded by Commissioner Johnston to approve the administrative contract from the UCPCOG. Motion voted and carried.

**Police Station Update** – Commissioner Moseley informed the board that the internet is still not working in the PD temporary location. Spectrum has been contacted and we are waiting to hear back from them. He noted that he has spoken with USDA and the loan for the Police Station cannot be forgiven as of yet. Commissioner Moseley has spoken with Buster Dolson who is an engineer, regarding what the issues are that have caused the mold issue. He asked the board if they would agree for Mr. Dolson to do this or if we should put our request for other engineers to look at the building. After some discussion, Chief Trivette noted that there are other companies that can come out and look at the building and he will check into this and update the board. Commissioner Moseley and Chief Trivette will continue to work on and update the board on this issue.

**Police Department Policy Proposal** – Commissioner Moseley noted that he and Chief Trivette discussed this policy and with the input from Kris Garner, Town Attorney, they have decided to follow the recommendation to not go forward with this policy.

**Water Meter Reading Equipment Upgrade** – Luke Compton, ORC noted that our current meter reading equipment is outdated and in need for an upgrade. The new equipment would be able to be ran by an app on the phone with a new meter reading wand. Upgrading the equipment would also help with the time Mr. Compton spends re-reading meters each month. The cost of this upgrade would be approximately \$800. Commissioner Skilton made a motion; seconded by Commissioner Johnston to approve the purchase of upgraded meter reading equipment not to exceed \$1000. Motion voted and carried.

**EPA Lead and Cooper Rule** – Luke Compton, ORC informed the board that the EPA has a new rule that all water pipes leading to any house must be tested for lead and cooper. This will be the responsibility of town to complete this testing. The testing must be completed by October 2024. Mr. Compton has talked with Roanoke Rapids Sanitary District as to how they are

planning to process with their testing. He also noted that Littleton has 770 connections to be tested. Mr. Compton noted that if lead is found, the homeowner has to be notified and the town will need to supply filters for the pipes for 1 year. He will be working with Rural Water to come up with a plan going forward. He will continue to update the board as information becomes available.

**Consider approval of Draft Town Calendar for 2023** – The board reviewed the presented draft calendar for 2023. After some discussion, Commissioner Skilton made a motion; seconded by Commissioner Johnston to approve the proposed 2023 town calendar. Motion voted and carried.

**Citizen's concerns and comments** – Douglas Rose stated his concerns with asking the citizens to now bag their leaves and the expense of purchasing the bags to use. He also noted that not only the expense of purchasing bags but the time the citizens will have to spend bagging the leaves up. Mayor Pro-Tem Gould-Faison thanked Mr. Rose for his concerns.

**Commissioner's Reports** – Commissioner Moseley presented the E911 report from November 2022 to the board. He also presented an application for a part-time police officer – Carlton Tripp III. Commissioner Moseley made a motion to approve the hire of Carlton Tripp III for a part-time officer position; seconded by Commissioner Skilton. Motion voted and carried.

Water/Wastewater – Luke Compton, ORC presented the November 2022 water/wastewater report to the board. Mr. Compton noted that with the water lines that have been repaired has lead to a \$2000 decrease in the purchase of water from Halifax County. A copy of the complete report is hereby incorporated into the minutes.

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

Cemetery/Parks – Commissioner Skilton noted that there is nothing new to report for the cemetery. He also noted that the bike racks have been installed. We are still waiting for the final Pedestrian/Bike plan from the State.

Street Department – Mayor Pro-Tem Gould-Faison reported that the town dump has been cleaned out. The sidewalk on Main Street has been painted. We are continuing to ask the citizens to bag leaves.

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

**Interview of Mayor and Commissioner Applicates** – Interviews of applicates took place. After lengthy interviews, the board thanked all of the applicates for their time and for applying for the positions. The board will discuss further and let all applicated know their decision.

**Mayor's remarks** – Mayor Pro-Tem Gould-Faison thanked everyone for coming to the meeting. She noted that a Littleton citizen had contacted her to thank the Fire department for all they

did to help his son last month with the car accident he was involved in. She also noted that the Martin Luther King, Jr. parade is scheduled for January 16, 2023 at 10am.

Commissioner Skilton made a motion; seconded by Commissioner Johnston to adjourn at 8:45pm. Motion carried.

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Josie G. Jones, Town Clerk