

**TOWN OF LITTLETON**

**LITTLETON, NORTH CAROLINA**

Town Hall  
112 East South Main Street

**AGENDA**

**September 19, 2022, 6:30 p.m.**

Special Call 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. Approval for payment of bills for September 19, 2022
4. Budget Amendment
5. Mayor and Mayor Pro-Tem Positions
6. Commissioner Positions
7. Town Check Signing
8. Water Tower Reconditioning Approval
9. Alcoholic Beverage Permit – Erika Wood
10. CPA Update
11. Street Funds Grant Change
12. Town Dump
13. Street Department phone/radio
14. Police Station
15. Grant Writer for Police Department
16. Board Retreat
17. 811 System Change
18. Fitts Foundation Event – September 27, 2022
19. Bike Rack Grant
20. Door – Mason Building
21. Christmas Parade Road Closure Ordinance
22. Town Hall Holidays
23. Adjourn

**The Board of Commissioners of the Town of Littleton held the Special Board meeting on Monday, September 19, 2022, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Lynn Moseley, Ophelia Gould-Faison, Jim Skilton, and Clyde Johnston, Phillip Trivette, Chief of Police, Officer Donald Duke, Officer Steven Whitfield, and the town clerk. Commissioner Gould-Faison presided over the meeting. Commissioner Gould-Faison called the meeting to order at 6:31 p.m.**

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

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

**Consider approval of payment of bills for September 19, 2022** - The board reviewed the presented bills. Mr. Hunter with KPH Paving spoke to the commissioners regarding the paving that his company completed in town. He noted that went back to each location to double check for any issues. Mr. Hunter stated that the town has a 1-year warranty on the work completed by KPH Paving, this warranty begins on the date of payment. Motion made by Commissioner Skilton to approve the bills as presented; seconded by Commissioner Gould-Faison. Motion voted and carried. A copy of the bills are hereby incorporated into the minutes.

**Budget Amendment** – A budget amendment to move funds from Police Fines to Contract Services Street department was presented to the board. These funds will be used to pay the landscaping bill from GLDP for North Main Street. Commissioner Skilton made a motion to approve the budget amendment; seconded by Commissioner Johnston. Motion voted and carried.

**Mayor and Mayor Pro-Tem Positions** – The commissioners discussed the vacant positions for mayor and mayor pro-tem. Motion was made by Commissioner Skilton to open nominations for Mayor Pro-Tem; Seconded by Commissioner Johnston. After some discussion, the nomination of Commissioner Gould-Faison to become the Mayor Pro-Tem was made and the nominations were closed by a motion from Commissioner Skilton; seconded by Commissioner Johnston. The motion was made by Commissioner Skilton to have Commissioner Gould-Faison take the Mayor Pro-Tem position; seconded by Commissioner Johnston. Motion voted and carried. The commissioners would like to take applications for the mayor position. Motion was made by Commissioner Skilton to begin taking mayor applications until November 1, 2022; seconded by Commissioner Johnston. Motion Voted and carried. Applications for mayor will be available in town hall and an ad will be ran in the newspaper.

**Commissioner Position** - The commissioners would like to take applications for the open commissioner position. Motion was made by Commissioner Skilton to begin taking applications until November 1, 2022; seconded by Commissioner Johnston. Motion Voted and carried. Applications for commissioner will be available in town hall and an ad will be ran in the newspaper.

**Town Check Signing** – Commissioner Moseley noted that we need to have a commissioner added to the bank signature form. Commissioner Gould-Faison motion to have Commissioner Clyde Johnston added to the signature forms for all bank accounts; seconded by Commissioner Skilton. Motion voted and carried.

**Water Tower Recondition Approval** – Commissioner Gould-Faison noted that the town has received approval from the State for our water tower reconditioning.

**Alcoholic Beverage Permit – Erika Wood** – Erika Wood has requested that the town complete a form from the State giving Ms. Wood the board's approval for a permit. Motion was made by Commissioner Skilton to complete the form; seconded by Commissioner Gould-Faison. Motion voted and carried.

**CPA Update** – Mrs. Jones, town clerk informed the board that she is waiting to hear from the CPA. She will update the board once she hears from the CPA.

**Street Funds Grant Change** – Tabled

**Town Dump** – Mrs. Jones noted that we are waiting on quotes from contractors for cleaning out the town dump. She will update the board at the October 2022 meeting.

**Street Department Phone/Radio** – Mrs. Jones asked the board to consider getting a phone or radio for the Street Department. Having a phone or radio will make communication easier between the street employees and town hall. Commissioner Skilton motioned to purchase 4 radios for the street department; seconded by Commissioner Gould-Faison. Motion voted and carried.

**Police Station** – Chief Trivette met with the insurance adjuster and the adjuster stated that the damage at the station is not made be a disaster, so there is no claim to be made. Commissioner Moseley stated that one of the estimates for the roof and repairs for inside the building are about \$122,000 and that that estimate does not include the HVAC. They are waiting for the final report from the insurance adjuster. The county is coming to look at the building this week. Commissioner Moseley noted that he will be talking with Monica from USDA this week and he will update the board at the October 2022 meeting.

**Grant Writer for Police Department** – Commissioner Moseley stated that fee for the grant writer is \$25 per hour. He will get an estimate as to the number of hours she believes it will take to complete the grant.

**Board Retreat** – tabled

**811 System Change** – Mrs. Jones stated that 811 is upgrading/changing their system and if we go ahead to agree to start using this new system there will be no fee from 811. If we wait until after October 2022, there will be \$500 fee to change. Commissioner Gould-Faison motioned to change to the new system; seconded by Commissioner Skilton. Motion voted and carried.

**Fitts Foundation Event, September 27, 2022** – The board reviewed a request from the Fitts Foundation to have a food truck parked in the town parking lot on September 27<sup>th</sup>. Commissioner

Gould-Faison motioned to approve the event request; seconded by Commissioner Skilton. Motion voted and carried.

**Bike Rack Grant** – Commissioner Skilton informed the board that Littleton did receive the grant from the State for 5 bike racks. The racks will be installed at: Piggy Wiggy, Littleton Academy, Post Office, town parking lot and the town park.

**Door at Mason Building** – The town received a quote to replace the door and frame at the Mason Building from NC Glass for \$5658.50. Charges are being filing against the driver who hit the building, no one can get into the building until this is repaired. Commissioner Skilton motion to approve the quote from NC Glass; seconded by Commissioner Gould-Faison. Motion voted and carried.

**Christmas Parade Road Closure Ordinance** - The board reviewed the Christmas Parade road closure ordinance for December 3, 2022. Commissioner Gould-Faison made a motion to approve the ordinance; seconded by Commissioner Skilton. Motion voted and carried.

**Town Hall Holidays** – Mrs. Jones stated that she would like to close town hall December 28-30, 2022, due to no coverage. She will insure that the citizens have several notices of this closure. It will be posted in town hall, at the Post office, noted on the water bills and the answering machine message will have that information also. Commissioner Johnston motioned to close town hall December 28-30; seconded by Commissioner Gould-Faison. Motion voted and carried.

**Town Speed Humps** – Chief Trivette addressed the board regarding the need for speed humps on Mulberry Street (3 humps) and Little Drive(8 humps). He also discussed needing about 40 speed limit signs for the town. Cost for humps and signs will be about \$12,000. Motion was made to approve the purchase of signs and humps from the Powell Bill by Commissioner Skilton; seconded by commissioner Moseley. Motion voted and carried.

Commissioner Skilton made a motion; seconded by Commissioner Mosely to adjourn at 8:25pm. Motion carried.

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Josie G. Jones, Town Clerk