

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

November 18, 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 for October 2024
4. Consider approval of bills for November 18, 2024
5. Consider approval of Budget Amendments
6. Consider approval of Water/Sewer Department Bills
7. Resolution selecting Engineer for Water Grant #SRP-D-134-0214 (\$7.5million)
8. Consider approval of ARPA Ordinance
9. Consider approval of Water/Sewer Generator part purchase
10. Amendment to Contract to Audit Accounts
11. Amendment to Personnel Policy
12. HCIA Goals
13. Health Insurance quote for Full-Time Town Employees
14. Anti-Virus Software Quote
15. Additional Phone Line for Town Hall
16. Commissioners Reports of activities – October 2024
17. Citizen's Comments on Commissioner Reports
18. Citizen's Comments and Concerns
 - a. Kim Gray
 - b. Bonita Knight
19. Mayor's Remarks
20. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, November 18, 2024, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Clyde Johnston, Ophelia Gould-Faison, Lynn Moseley, Mattie Tyner 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.

Motion to approve agenda – Motion was made by Commissioner Moseley to approve the agenda with the additional item of ARPA Ordinance; seconded by Commissioner Johnston. Motion voted and carried.

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

Consider approval of payment of bills for November 18, 2024 - The board reviewed the presented bills. Motion made by Commissioner Moseley to approve the bills; seconded by Commissioner Johnston. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Consider approval of Budget Amendment– A budget amendment for the Police Department to move funds from full time salaries to part time salaries in the amount of \$34,000 was presented to the board. A motion was made to approve the amendment by Commissioner Moseley; seconded by Commissioner Johnston. Motion voted and carried.

Consider approval of additional Water/Sewer Department bills – Additional bills were presented to the board for review. The town clerk asked the board to direct her to want accounts these bills should be posted to. After some discussion, the motion was made by Commissioner Gould-Faison to pay the RRSD September 2024 bill and the 2 bills from Shearin Loader from the Contract Services account; seconded by Commissioner Moseley. The remaining bills will be tabled to discuss further at the November meeting.

Resolution selecting Engineer for Water Grant #SRP-D-134-0124 (\$7.5million) – A resolution selecting McDavid and Associates was presented to the board. The motion was made by Commissioner Johnston to approve the resolution; seconded by Commissioner Tyner. Motion voted and carried.

Consider approval of ARPA ordinance – The Town Clerk presented an ordinance for the ARPA funds that the town received. The motion was made by Commissioner Johnston to approve the presented ordinance; seconded by Commissioner Tyner. Motion voted and carried.

Consider approval of Water/Sewer Generator part purchase – The board discussed this request and tabled it until the November 2024 meeting.

Amendment to Contract to Audit Accounts – The board reviewed the presented amendment to the contract to Audit Accounts. The motion was made by Commissioner Johnston to approve the amendment; seconded by Commissioner Tyner. Motion voted and carried.

Amendment to Personnel Policy – Attorney Garnder asked the board review and approve a resolution to amend Personnel Policy regarding Prohibiting viewing of pornography on town networks and devices. Commissioner Gould-Faison made the motion to approve the amendment; seconded by Commissioner Johnston. Motion voted and carried.

HCIA Goals – Mayor Hogan noted that the board needs to discuss and decide what the HCIA goals for Littleton will be for 2025. Further discussion will be held at the next meeting.

Health Insurance Quotes for Full-Time Employees – The board reviewed and discussed employee health insurance quotes from Hux and Company. The motion was made by Commissioner Moseley to approve the purchase of insurance quote #8936 with the funds to pay for the insurance coming from Fund Balance for the remainder of the 2024-2025 budget year: seconded by Commissioner Tyner. Motion voted and carried.

Anti-Virus Software Quote – tabled until the November meeting.

Additional Phone Line for Town Hall - tabled until more information is available.

Citizens' concerns and comments –

Kim Gray spoke to the board regarding the flooding grant work that is being done at her house. She would like to know what the goal is and what the time frame for completion is. She is concerned with the amount of equipment, dirt, tree debris and that nothing has been cleaned up. She presented the board with pictures and documentation of issues that have come from this project.

Bonita Knight noted that she was concerned about no sidewalks near her house and the speeding vehicles that come by her house at all times of the day and night. She is worried that someone will get hurt. She also wanted to know when the town was going to respond to her letter from her attorney.

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison informed the that we are working on grants, which is a long process. Bio-notics has completed their work in town. NC State came in and completed their inspection and everything is fine. Commissioner Gould-Faison asked the citizens to please not put grease down drains. Gregg Wilson noted that there are many sewer taps in town that need to be replaced. The board may want the attorney to look at drafting a policy regarding replacing sewer taps.

Police Department – Commissioner Moseley presented the police call report for October 2024. He noted that we are still looking for a full-time officer.

Finance – nothing new to report at this time.

Street Department – Commissioner Tyner noted that we have had help from the Community Service Program this week. The street department is working on adding the lights to the trees on Main Street and have also started leaf pick-up.

Cemetery/Parks – Nothing to report at this time.

Citizens Comments on Commissioners Reports –

Mayor's remarks – Mayor Hogan thanked everyone for all that they do for the Town of Littleton. She noted that the Christmas lights will be installed on Thursday and the Street Department is currently working on installing the lights on the trees on Main Street.

Commissioner Gould-Faison made a motion, seconded by Commissioner Moseley to adjourn at 8:16pm. Motion carried.

Josie G. Jones, Town Clerk