

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

October 14, 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. Public Hearing – BDSG-NR 2024
4. Consider approval of minutes for September 2024
5. Consider approval of bills for October 14, 2024
6. Kendra Boyle, CPA, CIA-Director of Fiscal Management & Local Government Finance Division
7. Consider approval of RFQ for \$7.50million Water Grant # SRP-D-134-0124
8. Consider approval of Resolution for Stormwater Asset Inventory & Assessment Grant
9. Cookes Construction Services Bill (tree removal for Church Street)
10. Consider approval of GLDP Event Permit Request
11. Consider approval of Christmas Parade Ordinance
12. Consider approval of MLK Day Parade Ordinance
13. Health Insurance quote for Full-Time Town Employees
14. Police Department Calendar
15. Commissioners Reports of activities – September 2024
16. Citizen's Comments on Commissioner Reports
17. Citizen's Comments and Concerns
 - a. Fern Pitchford
 - b. Bonita Knight
18. Mayor's Remarks
19. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, October 14, 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 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 6:50pm. The meeting opened with the Pledge of Allegiance.

Motion to approve agenda – Motion was made by Commissioner Gould-Faison to approve the agenda; seconded by Commissioner Johnston. Motion voted and carried.

Public Hearing – Open public hearing at 6:55pm. Motion was made by Commissioner Johnston; seconded by Commissioner Gould-Faison.

Public Hearing Closed at 6:58pm Motion made by Commissioner Gould-Faison; seconded by Commissioner Moseley. Motion voted and carried.

The motion was made by Commissioner Moseley to approve the Resolution for the 2024 CDBG-NR 2024 grant; seconded by Commissioner Johnston. Motion voted and carried.

The motion as made by Commissioner Johnston to approve the Citizen Participation Plan for the CDBG-NR 2024 grant; seconded by Commissioner Gould-Faison. Motion voted and carried.

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

Consider approval of payment of bills for October 14, 2024 - The board reviewed the presented bills. Motion made by Commissioner Moseley to approve the bills; seconded by Commissioner Gould-Faison. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Kendra Boyle, CPA CIA – Director of Fiscal Management & Local Government Finance Division – The board was informed of the sales tax funds that will be withheld for the next several months totaling \$9,000. This is due to the town's yearly audits being 4 years behind. Mrs. Boyle noted that the town needs to work diligently with the bookkeepers and Auditor to get these reports completed as soon as possible.

Consider approval of RFQ for \$7.50million Water Grant #SRP-D-134-0124 – The UCPCOG has recommended McDavid and Associates to be approved by the board for the engineering firm for grant SRP-D-134-0124. The motion was made by Commissioner Gould-Faison to approve the RFQ; seconded by Commissioner Moseley. Motion voted and carried.

Consider approval of Resolution for Stormwater Asset Inventory and Assessment Grant – The board reviewed the resolution accepting funding offer for Stormwater Asset Inventory and Assessment Grant SRP-SW-ARP-0066. The motion was made by Commissioner Moseley to accept the resolution; seconded by Commissioner Gould-Faison. Motion voted and carried.

Cookes Construction Services Bill – Mayor Hogan noted that she will let the owner of the property that the bill is ready and needs to be paid.

Consider approve of GLDP Event Permit – The GLDP presented an event permit for Light Up Littleton, which is scheduled for November 30, 2024 from 3pm-6pm and also for a Christmas Market on December 7, 2024 from 9am-3pm. The motion was made by Commissioner Moseley to approve the request; seconded by Commissioner Johnston. Motion voted and carried.

Consider approval of the Christmas Parade and MLK Day Parade – The board approved the presented ordinances for road closures for the Christmas and MLK Day Parade. The motion was made by Commissioner Moseley to approve the ordinances; seconded by Commissioner Gould-Faison. Motion voted and carried.

Police Department Calendar – Chief Trivette would like to make a calendar for the Police Department like the Halifax County Sheriff's Department does each year. He noted that there is an outside company that will be calling local businesses about sponsoring the calendar.

Citizens' concerns and comments –

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison informed the board that the flooding grant construction is still in progress and that our water bill from Halifax County has decreased. The water department has fixed several leaks in town and that has helped with the decrease. We have advertised part-time and full-time positions with the water/sewer department and will be setting up interviews for those positions soon. Commissioner Gould-Faison noted that we need to have the town logo placed on the new truck for water/sewer. Commissioner Gould-Faison made the motion to approve the purchase; seconded by Commissioner Moseley. Motion voted and carried.

Police Department – Commissioner Moseley presented the police call report for September 2024.

Finance – nothing new to report at this time.

Street Department – Nothing to report at this time

Cemetery/Parks – Nothing to report at this time.

Citizens Comments on Commissioners Reports – Fern Pitchford noted that she is still concerned about the ditch being clogged at her house and asked when it would be cleaned out.

Bonita Knight noted that she 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 what services she was receiving for her tax money.

Mayor's remarks – Mayor Hogan thanked everyone for all that they do for the Town of Littleton. She also asked Chief Trivette to check into the issue of the spelling on the town street signs.

Commissioner Moseley made a motion, seconded by Commissioner Gould-Faison to adjourn at 8:27pm. Motion carried.

Josie G. Jones, Town Clerk