

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

September 22, 2025, 6:30 p.m.

Roundtable 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 Bills for September 22, 2025
4. Event Permit Request – GLDP
5. Consider approval of Resolution for Delegation of Authorized Representatives for DWI
6. Consider approval of Contract for Administration Services with Upper Coastal Plan Council of Government – 2024 Water Systems Improvements
7. Consider approval of Resolution of Surplus Property
8. Motion to go into Closed Session pursuant to NCGS-143-318.11 (a)(9) to discuss and take action regarding plans to protect public safety
9. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, June 23, 2025, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Ophelia Gould-Faison, Clyde Johnston, Jim Skilton, Mayor Heidi Hogan, Police Chief Donald Duke, and Josie Jones, town clerk. Mayor Hogan called the meeting to order at 6:30pm.

Motion to approve agenda – The motion was made to approve the agenda by Commissioner Skilton; seconded by Commissioner Johnston. Motion voted and carried.

Consider approval of payment of bills for September 22, 2025 – the board reviewed the presented bills, and a motion was made by Commissioner Gould-Faison to approve the bills as presented; seconded by Commissioner Johnston. Motion voted and carried.

Event Permit Request – GLDP – The GLDP has requested to use the town parking lot for a Trick or Treat event on October 31st and to also close 2 blocks of East North Main Street during this event for safety. The motion was made by Commissioner Gould-Faison to approve the request; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of Resolutions for Delegation of Authorized Representatives for DWI – Mrs. Jones requested that the board consider approval of these resolutions for all grants. This will enable the town to appoint the UCPCOG to be allowed to create funding request for our

grants. Motion was made to approve the resolutions by Commissioner Gould-Faison; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of Contract for Administrative Services with Upper Coastal Plan Council of Government – 2024 Water System Improvements – The contract to allow UCPCOG to handle the administration of the 2024 Water System Improvement was presented to the board. The motion was made Commissioner Skilton; seconded by Commissioner Gould-Faison. Motion voted and carried.

Consider approval of Resolution of Surplus Property – no resolution to discuss at this time. Mayor Hogan did note that 1999 Chevy truck is not in good shape and needs to be surplus. Motion was made by Commissioner Skilton to surplus the truck; seconded by Commissioner Johnston. Motion voted and carried.

Motion to go into Closed Session pursuant to NCGS-143-318.11 (a)(6) to discuss and take action regarding plans to protect public safety – Motion was made by Commissioner Skilton at 7:10pm to go into closed session; seconded by Commissioner Gould-Faison. Motion voted and carried.

Motion to come out of closed session made at 7:33pm by Commissioner Gould-Faison; seconded by Commissioner Skilton. Motion carried.

Commissioner Gould-Faison reminded the board of the HCIA meeting that will be held Wednesday, September 24, 2025 at Roanoke Rapids Sanitary District.

Commissioner Skilton made a motion, seconded by Commissioner Johnston to adjourn at 7:34pm. Motion carried.

Josie G. Jones, Town Clerk