

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

September 23, 2024 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. Robinson Property
4. Public Hearing – 2024 CDBG-Neighborhood Revitalization Application
5. Kendra Boyle, CPA, CIA – Director of Fiscal Management & Local Government Finance Division
6. Consider approval of payments of bills for September 23, 2024
7. Consider approval of maintenance contract for Town Hall generator
8. Consider new checking account for CDBG-NR grant funds
9. Job Descriptions for Street Department
10. Seasonal Help Position
11. Police Department Vehicle
12. Town Vehicle Use Policy Review
13. Review Cemetery Fees
14. Battle Building
15. Consider October-December meeting date changes
16. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, September 23, 2024, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Ophelia Gould-Faison, Lynn Moseley, Clyde Johnston, Jim Skilton, Mattie Tyner and Mayor Heidi Hogan, Phillip Trivette, Chief of Police, and the town clerk. Mayor Hogan called the meeting to order at 6:30pm.

Motion to approve agenda – Motion was made by Commissioner Skilton to approve the agenda with additions; seconded by Commissioner Moseley. Motion voted and carried.

Public Hearing – 2024 CDBG-NR Application – The motion was made to open the public hearing at 6:33pm by Commissioner Moseley; seconded by Commissioner Skilton. Motion was made to close the public hearing at 6:48pm by Commissioner Moseley; seconded by Commissioner Skilton. The Bylaws & Committee members for this project were suggested to stay the same as the CDBG-NR 2020 grant. The motion was made by Commissioner Gould-Faison; seconded by Commissioner Tyner. Motion voted and carried.

Robinson Property – Gregg Wilson informed the board that in order to allow the Robinson property to tie into the sewer system he would need to go across 2 other properties. He suggested that the board allow a variance to Mr. Robinson to install a septic tank on the property. The motion was made by Commissioner Moseley to allow Mr. Robinson to install a septic tank on the property if it meets Halifax County's guidelines; seconded by Commissioner Gould-Faison. Motion vote and carried.

Kendra Boyle, CPA, CIA – Director of Fiscal Management & Local Government Finance Division
– Mrs. Boyle will be attending the October 14, 2024 meeting.

Consider approval of payment of bills for September 23, 2024 - The board reviewed the presented bills. Motion made by Commissioner Moseley to approve the bills; seconded by Commissioner Tyner. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Consider approval of new checking account for CDBG-NR grant funds – the town clerk asked that the board approved using the checking account for the dilapidated buildings fund for the CDBG-NR grant funds. This account is not currently being used. Motion was made to approve the request by Commissioner Moseley; seconded by Commissioner Tyner. Motion voted and carried.

Consider approval of maintenance contract for Town Hall generator – the town clerk asked the board to review and consider approval of the maintenance contract for the town hall generator from Gregory Poole. Motion was made by Commissioner Johnston to approve the maintenance contract; seconded by Commissioner Gould-Faison. Motion voted and carried.

Job Descriptions for Street Department – Commissioner Tyner presented the draft job descriptions to the board for review. The Motion was made by Commissioner Skilton to approve the job descriptions; seconded by Commissioner Moseley. Motion voted and carried.

Seasonal Help for the Water/Sewer Department - Commissioner Gould-Faison noted that we have received an application from Clarence Taylor for seasonal contract help with grass cutting and weed eating.

Police Department Vehicle – Chief Trivette presented a request to purchase a new police vehicle. He would like the board to consider trading the Dodge Charger and purchasing a 2025 Ford F150 truck for \$65,554 plus the cost of about \$400 to install a radio. Motion was made to approve the purchase of the truck with a Fund Balance Appropriation of \$58,454; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of Town Vehicle Use Policy – The commissioner reviewed the presented policy. The motion was made to approve the policy with corrections by Commissioner Skilton, seconded by Commissioner Gould-Faison. Motion voted and carried.

Cemetery Fees – Commissioner Skilton noted that he has reviewed the town's current cemetery fees and can see no need to change them at this time.

Consider October-December meeting date changes – the commissioner discussed the remaining board meeting dates for 2024. The motion was made by Commissioner Gould-Faison to approve the following meeting date changes; seconded by Commissioner Johnston. Motion voted and carried. October 14, 2024, November 18, 2024 and December 16, 2024. A notice will be posted of these changes.

Battle Building – Mayor Hogan noted that Halifax County will be looking at the Battle Building and having a drone fly over it to check for issues. She will update the commissioners at the next meeting.

Commissioner Moseley made a motion, seconded by Commissioner Tyner to adjourn at 8:15pm. Motion carried.

Josie G. Jones, Town Clerk