

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

September 8, 2025 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 – August 2025
4. Consider approval of payment of bills for September 8, 2025
5. Grant Funds Update
6. Staff Report
7. Town Hall Hours
8. Commissioners Reports on activities – August 2025
9. Citizens' Comments on Commissioner Reports (comments/question limited to 2 minutes)
10. Citizens Comments and Concerns (comments limited to 3 minutes):
11. Mayor's Remarks
12. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, September 8, 2025, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioner Clyde Johnston, Mattie Tyner, Ophelia Gould-Faison, Jim Skilton, Lynn Moseley and Mayor Heidi Hogan, Donald Duke Chief of Police, and Josie Jones, Town Clerk. Mayor Hogan called the meeting to order at 6:30pm. The meeting opened with the Pledge of Allegiance. Commissioner Gould-Faison followed with the invitation.

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

Consider approval of meeting minute(s) held August 2025 – Commissioner Skilton made the motion to approve the minutes; seconded by Commissioner Tyner. Motion voted and carried. A copy of the minutes are hereby incorporated into the minutes.

Consider approval of payment of bills for September 8, 2025 - 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.

Grant Funds Update – Commissioner Gould-Faison noted that there is a bid opening September 2, 2025. We only received 1 bid; we needed 3 by State statute to award the project. McDavid will advertise again, and we will have another bid opening on October 2, 2025, here at town hall.

Staff Report – Mrs. Jones noted that our auditor stated that she hopes to have a draft of the 2020-2021 audit next week. The state will be withholding a portion of our sales tax revenue again this year due to our late audits. The flat rate fee for the water/sewer bills (passed in April 2021) will be added to all water/sewer bills starting in November 2025.

Town Hall Hours – We need to revise town hall hours for the remainder of 2025 due to staffing issues. A motion was made by Commissioner Gould-Faison; seconded by Commissioner Skilton to approve recommendation town hall closings. A copy of the recommended closings is incorporated into the minutes.

Citizens' concerns and comments – None at this time.

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison asked that citizens to report any leaks they may see to town hall. She noted that we continue to work on the grants that we have.

Police Department – Commissioner Moseley presented the E911 report for August 2025. He noted that Ray Tripp is now full time with the Police Department and that David Taylor has resigned.

Finance – Commissioner Johnston noted that our auditor should send the draft of our 20-21 audit report soon.

Public Works – Commissioner Tyner noted the Public Works Department is working this week to prepare for the Littleton/Lake Gaston Festival.

Cemetery/Parks – Commissioner Skilton informed the commissioners that the town had marked the wrong grave recently and we will refund the \$150 plot location fee to Askew Funeral Home. He asked that the town also pay the \$500 fee for the grave digger having to come back dig the correct grave site. The motion was made by Commissioner Moseley to approve the payment of the \$500 fee; seconded by Commissioner Tyner. Motion voted and carried.

Citizen's Comments on Commissioner Reports – none at this time.

Mayor's remarks – Mayor Hogan thanked everyone for their time. She noted that the Littleton/Lake Gaston festival went well this year. She presented a letter from Helpful Hands and Hearts requesting approval from the board to continue to install ADA ramps in Littleton. Motion was made by Commissioner Moseley to approve the request; seconded by Commissioner Tyner. Motion voted and carried.

Commissioner Tyner has submitted her resignation letter to the board. Motion was made by Commissioner Moseley to except the resignation; seconded by Commissioner Gould-Faison. Motion voted and carried.

The town has had a request for 3 additional planters to be installed. The motion was made by Commissioner Tyner to approve the purchase; seconded by Commissioner Skilton. Motion voted and carried.

Commissioner Moseley made a motion, seconded by Commissioner Skilton to adjourn at 7:09pm. Motion carried.

Josie G. Jones, Town Clerk