

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

AGENDA

September 9, 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 August 2024
4. Consider approval of bills for September 9, 2024
5. CDBG-NR Update – Jordan Kearney
6. Consider approval of Halifax County Tax Collection Agreement
7. Commissioners Reports on activities – August 2024
8. Consider Job Description for Street Department
9. Citizen’s Comments on Commissioner Reports
10. Citizen’s Comments and Concerns
11. Police Department Vehicle
12. Mayor’s Remarks
13. Adjourn

The Board of Commissioners of the Town of Littleton held the Regular Monthly Board meeting on Monday, September 9, 2024, at 6:30 p.m. at the Littleton Town Hall and remotely through Zoom. Present were Commissioners Clyde Johnston, Ophelia Gould-Faison, Jim Skilton, 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 6:30pm. The meeting opened with the Pledge of Allegiance.

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

Consider approval of meeting minute(s) held August 2024 – Commissioner Skilton 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 September 9, 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.

CDBG-NR Update – Jordan Kearney with McDavid Associates presented to the board the 5 new properties that will be added to the CDBG-NR Grant: 108 Roanoke Ave, 213 Ferguson St and if funds remain after those properties are completed, the following properties will be added to the program: 217 Ferguson St, 300 US HWY 158 and 88 Bowers Rd. The Motion was made by Commissioner Gould-Faison to approve the presented properties; seconded by Commissioner Skilton. Motion voted and carried.

Consider approval of Halifax County Tax Collection Agreement – Halifax County has requested to update the resolution and agreement to allow Halifax County to continue to collect property taxes for the Town of Littleton withholding 2% of the collected taxes. Motion was made to approve the resolution and agreement with Halifax County by Commissioner Moseley; seconded by Commissioner Tyner. Motion voted and carried.

Citizens' concerns and comments – Mrs. Williams noted her concerns for the parking at events held in her area. She asked if there is anything that can be done to help. Mayor Hogan noted that she is trying to schedule a meeting with the Acorn Center to discuss this further. Phillip Trivette, Chief of Police, noted he will use the PD Safety Cones to try and stop people parking in citizens yards.

Commissioner's Reports – Water/Wastewater – Commissioner Gould-Faison noted that we are continuing to work on fixing leaks within the town. She asked that if citizen's see or know of any issues with the water usage to please report them to town hall. The work for the grant for \$4.75million will begin soon. We are continuing to work on collecting information from citizen's regarding the Lead and Cooper Survey the state is requiring be done. Commissioner Gould-Faison noted that the mower needs to be repaired. Commissioner Moseley made the motion to approve the repairs of the Water/Sewer Department mower costing \$1220; seconded by Commissioner Skilton. Motion voted and carried.

Police Department – Commissioner Moseley presented the E911 Report for August 2024.

Finance – Commissioner Johnston stated that accountants are starting their field work for the 2021-2022 audit. He also noted that the Town Clerk is working on added the new accounts needed for the grants that the town has been awarded.

Street Department – Commissioner Tyner noted that Street Department would like to purchase new radios, and she is looking into what the cost would be.

Cemetery/Parks – Commissioner Skilton noted that weeds in the park area need to be removed. He also noted that the cemetery fees need to be reviewed at the next meeting.

Consider Job Descriptions for Street Department – Commissioner Tyner noted that she is working on updating the job descriptions for the Street Department and hopes to have them ready to present at the next meeting. Mayor Hogan noted that we may want to open positions for seasonal and part-time help. Motion was made by Commissioner Moseley to post for a

seasonal help and part-time help; seconded by Commissioner Skilton. Motion voted and carried.

Commissioner Gould-Faison asked to open a part-time seasonal position for Water/Sewer Department. A Motion was made by Commissioner Moseley; seconded by Commissioner Gould-Faison.

Citizens Comments on Commissioners Reports – Bonita Knight asked the commissioners when would she get street services at her home. She noted that she had requested that Kris Gardner, Town Attorney be here tonight to discuss this issue and he noted that she would have her attorney attend the next meeting.

Dwayne Hicks informed the commissioners that the video has been released regarding the issue with Officer Mark Oakley and that the body camera footage was released. He thanked the commissioners for their time.

Shavon Jones informed the commissioners of her concerns with Officer Mark Oakley working in the Town of Littleton and that she did not want to see what happened in Warrenton happen in Littleton.

Police Department Vehicle - tabled until the next meeting.

Mayor's remarks – Mayor Hogan thanked everyone for all that they do for the Town of Littleton. She also noted that the Lion's Club Festival had more people in attendance this year than any year prior.

Commissioner Moseley made a motion, seconded by Commissioner Tyner to adjourn at 7:12pm. Motion carried.

Josie G. Jones, Town Clerk