

Town Hall  
112 East South Main Street

**AGENDA**

**December 10, 2019 6:30 p.m.**  
Regular Monthly Board Meeting

1. Call meeting to order 6:30 p.m.
2. Pledge of Allegiance followed by Invocation
3. Motion to approve the Agenda
4. Oaths of Office:
  - a. Ophelia Gould-Faison
  - b. D. Lynn Moseley
  - c. Gerleen Pitchford

TEN MINUTE RECESS

5. Consider approval of minutes of meeting(s) held November, 2019
6. Approval for payment of bills for November, 2019
7. Election of Mayor Pro Tem
8. Department Assignments for new board
9. Board meeting dates for 2020
10. Written notice of items brought to the board
11. Dog tethering ordinance
12. Vendor Permit
13. Clerk's help
14. Citizen's Concern and Comments – Buddy Isles, Sr. GLDP
15. Commissioners Reports on activities in November, 2019
16. Citizen's Comments on Commissioners reports – comments/questions-limited to 2 minutes
17. Mayor's remarks
18. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, December 10, 2019, at 6:30 p.m. at the Littleton Town Hall.** Present were Commissioners Stephen Barcelo, Bonita Knight, Gerleen Pitchford, Don Spragins, Ophelia Gould-Faison, and 34 members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:30 p.m. The meeting opened with the Pledge of Allegiance. Mayor Scott followed with the invocation.

Commissioner Spragins made the motion; seconded by Commissioner Knight to approve the agenda. The motion voted and carried unanimously.

The newly elected board members were sworn into office. Halifax County Commissioner swore in Commissioner Ophelia Gould-Faison. Mayor Scott swore in Commissioners D. Lynn Moseley and Gerleen Pitchford. Mayor Scott thanked Commissioner Spragins for his years of service to the town of Littleton. Commission Gould-Faison made a motion; seconded by Commissioner Barcelo to take a ten minutes recess.

The meeting resumed at 6:49 p.m. Commissioner Barcelo made a motion; seconded by Commissioner Knight to approve the minutes for November, 2019. Motion voted and carried unanimously.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the bills for the month of November, 2019. Motion voted and carried unanimously.

Commissioner Gould-Faison made a motion; seconded by Commissioner Pitchford to appoint Commissioner Barcelo as Mayor Pro Tem. Motion voted and carried unanimously.

**Department Assignments** – Commissioner Gould-Faison made a motion; seconded by Commissioner Knight to table department assignments until the December 17<sup>th</sup> Roundtable Session. Motion voted and carried unanimously.

**Board Meeting Dates for 2020** - Mayor Scott asked if everyone was okay with the second and fourth Tuesday for meeting dates for 2020. The consensus was to keep the same days. The clerk will present a calendar at the December 17<sup>th</sup> meeting.

**Written notice of items brought to the board** - Commissioner Barcelo stated having written notice of any items brought to the board would be helpful. He said having things in printed form gave everyone a chance to look at and refer to if any changes occurred. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to amend the Citizen's concerns and comments to have written notice by the Friday prior to the regular scheduled board meeting for commissioners to have due notice of what will be addressed. Motion voted and carried unanimously.

**Dog tethering ordinance** - Commissioner Barcelo informed the Board he has gotten some calls about not having a dog tethering ordinance in place. He mentioned Commissioner Pitchford had brought this up previously and he wanted to make sure the town moved forward with it. He also stated PETA was willing to come and speak to the Board at a Roundtable Session. Commissioner Pitchford also said it might be good to get a copy of Halifax's ordinance and have the town attorney look at it to make sure it would be sufficient for Littleton.

**Vendor Permit** - Mayor Scott explained the town had a permit in place, but had an unusual occurrence with a food truck vendor. He explained a food truck vendor who had not obtained a new permit wanted to move to a public, privately owned space. He stated at that point it was the landowner's responsibility. Mayor Scott mentioned an option to this issue would be to amend the vendor permit to include any space within the city limits or to allow vendors to use space with permission of landowner. Commissioner Barcelo stated he felt the town attorney should be consulted. It was decided to do some more research to streamline the process. Chief Trivette also asked whatever was done that it be ran through town hall so he was aware of the permit.

**Clerk's help** – The clerk asked the Board to allow Holly Barcelo to come in and help her with parts of the assistant clerk job she did not know how to do. Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to have Holly Barcelo help the clerk on an as needed basis at \$15 per hour. Motion voted and carried unanimously.

**Citizen's concerns and comments** - Mr. Bill Heflin for St. Alban's Church spoke concerning his earlier request for a drainage pipe and gravel in area used for parking at the church. He wanted to check and see what the town had decided to do. Commissioner Barcelo spoke and said the best the town could do was to add stone due to limited town finances. He explained the area was a drainage area and it would need to have some pitch to keep water draining away. Mr. Heflin said he appreciated anything the town could do. Commissioner Barcelo gave Mr. Heflin his number so they could stay in contact and make sure something was done.

**Commissioner's Reports** – Street Department - Commissioner Barcelo said the department was busy collecting leaves. He reminded citizens to bag leaves if possible. He said the dump is now open, but it is not open to the public, only the town could use it. He also thanked everyone for all the help that was given to help with the Christmas lights in town.

Cemetery – Commissioner Knight had nothing to report.

Water/Sewer – Commissioner Gould-Faison reported the water/sewer system is very antiquated. There have been several breaks and the town is trying to do their best to fix issues even though the town's budget is nil. She also thanked Commissioner Pitchford for her part in getting the lights on top of the water tower. Commissioner Gould-Faison also reported the test results for bacteria in the town's water were negative. In the sewer department there were no overflows, inspections, or violations. A copy of the report is hereby incorporated into the minutes. Commissioner Gould-Faison thanked Keith Hamm and Dana Killeen for their help in the reading meters and working in the department. She asked the citizens to bear with the Board as the town moves forward trying to rectify issues.

PD Department – Commissioner Pitchford read the police report. A copy of the report is hereby incorporated into the minutes. She also informed the Board the PD Renovation project would be having their pre-construction meeting tomorrow (December 11) and would be moving forward with construction soon.

**Citizen's comments on Commissioner Reports** - Mr. Parker wanted to know if there had been anyone hired to replace Mr. Hamm. Commissioner Gould-Faison said there was no one at this time. Mr. Parker also asked if hiring an outside company to come in and take care of it was an option. Mayor Scott said no. Commissioner Gould-Faison also asked the citizens to tell anyone they knew who was qualified for the position to contact town hall and fill out an application.

Ms. Helena Coley spoke in reference to her high water bill and usage. Commissioner Gould-Faison told Ms. Coley she didn't want any citizens paying for more water than they are using. She said the town would go out and reread and check the meter. Keith Hamm also mentioned the meters are read as close to the 15<sup>th</sup> of the month as possible. However, sometimes the 15<sup>th</sup> is on the weekend or weather causes it to be read later which can increase the amount of usage.

**Mayor Remarks** – Mayor Scott congratulated all the newly elected commissioners. He also thanked the Fitts Foundation, Southern Corrosion, and the GLDP for their help with the Christmas lights. Mayor Scott informed the citizens the Roundtable Session has been moved to next Tuesday, December 17<sup>th</sup> at 6:30.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to adjourn. Motion voted and carried unanimously.

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Ellen M. Eller, Town Clerk