

Town Hall  
112 East South Main Street

**AGENDA**

**September 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. Consider approval of minutes of meeting(s) held August, 2019
5. Approval for payment of bills for August, 2019
6. USDA – Monica Thornton
7. Financial Update
8. Dilapidated Buildings
9. Police Vests
10. PD Surplus Property
11. Downtown Christmas Decorations
12. Civil Emergency Document
13. Broadband Letter of Support
14. Sewer Infrastructure Repair Project
15. Constitution Week Proclamation
16. Citizen’s Concern and Comments – Buddy Isles, Sr. GLDP
17. Commissioners Reports on activities in August, 2019
18. Citizen’s Comments on Commissioners reports – comments/questions-limited to 2 minutes
19. Mayor’s remarks
20. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, September 10, 2019, at 6:30 pm at the Littleton Town Hall.** Present were Commissioners Stephen Barcelo, Bonita Knight, Gerleen Pitchford, Don Spragins and thirteen members of the public. Commissioner Ophelia Gould-Faison was absent. Mayor K. Owen Scott was absent. Mayor Pro-temp Don Spragins presided over the meeting.

Mayor Pro-temp Spragins called the meeting to order at 6:30 pm. The meeting opened with the Pledge of Allegiance. Mayor Pro-temp Spragins followed with the invocation.

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

Commissioner Barcelo made the motion; seconded by Commissioner Knight to approve the minutes for the month of August, 2019. The motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the bills for August, 2019, as presented. Motion voted and carried unanimously. A copy of the bills has hereby been incorporated into the minutes.

**USDA – Monica Thornton** - Mayor Pro-temp Spragins introduced Monica Thornton from the USDA and turned the floor over to her. Ms. Thornton presented information about purchasing two new police vehicles with equipment through a loan/grant with the USDA. The total cost of the project will be \$94,109. It will be a \$50,000 grant, \$44,000 loan, and a \$109 applicant contribution. The loan will be for seven years with an interest rate which will be either the obligation rate of 3 ½% or the closing rate, whichever is lower. Ms. Thornton briefly went through the Letter of Conditions explaining the payment will be annually and automatically drafted from the town's account. She also stated the annual payment will be \$7197. The town will also be responsible for budgeting and placing 1/10<sup>th</sup> of the annual payment (\$720) in the already established USDA account until the loan is paid off. Ms. Thornton informed the town it was the town's responsibility to contact the LGC and let them know the town was entering into an agreement to purchase the vehicles. She also presented a Loan Resolution, Operating Budget, Request for Obligation of Funds, Equal Opportunity Agreement, and Assurance Agreement for approval and signatures by the mayor and clerk. Commissioner Pitchford made a motion; seconded by Commissioner Knight to accept the resolution to authorize the mayor and the clerk to sign the necessary forms and accept the Letter of Conditions as presented. Motion voted and carried unanimously.

**Financial Update** – Chief Trivette gave the Board information about moving the radio antenna to the water tower during the police department renovation project. He presented two options. One, being down for an hour in the transition or two, being down for two or three days and using cell phones and not be on digital channels. The second option would save the town approximately \$1200. He presented a quote from Security Electronics in the amount of \$4064.02 which would be decreased by going with the second option. He reminded the Board the antenna would be moved again once the police department renovation was completed. Commissioner Pitchford also stated the cost incurred would be reimbursed from the money received through the renovation project. Commissioner Pitchford made a motion; seconded by Commissioner Knight to have Chief Trivette move the antenna during construction and the cost of doing so come from Capital Improvement Project line item 10-510-92. Motion voted and carried unanimously.

The clerk then presented a new form, Obligation of Budget. She asked the Board to implement this form immediately to help with the town's internal control and to be in compliance with the pre-audit process as required by the State's General Statute 159-28. After some discussion Commissioner Pitchford made a motion; seconded by Commissioner Knight to implement the Obligation of Budget effective immediately. Motion voted and carried unanimously.

**Dilapidated Buildings** - Commissioner Pitchford stated she had come to the Board previously informing them that the town would not incur any expenses with the dilapidated buildings project. However, she has found the town will need to pay for some of the expenses. She reminded the Board before the project was started they were informed about what would be done. She presented the following items for payment: \$234 - recording of liens; \$800 - balance of demolition (\$55,000 in bank account, contract was \$55,800); \$450 - permits; \$3085 – asbestos inspections. She also presented a contract from Philip Alston to disconnect the water and sewer from the nine lots on Ferguson Street. The total is \$6569. Commissioner Pitchford made a motion; seconded by Commissioner Knight to take \$3750 out Priority Project (10-410-47) and \$819 out of Attorney Fees (10-410-45), \$1000 out of Water Contract Services (30-810-46) and \$1000 out of Sewer Contract Services (30-811-46). Motion voted and carried, with three voting for and one voting against. Commissioner Barcelo stated he opposed because Commissioner Gould-Faison was not at the meeting and money was being taken from her department with out her knowledge. Commissioner Barcelo also said he

thought the asbestos was going to be paid for by someone else. Commissioner Pitchford said it was but the person had reneged.

**Police Vests** - Chief Trivette presented a quote from Lawmen's Police Supply for vests for the police officers in the amount of \$2047. The vests are good for five years. The vests will be paid for out of the Vest Partnership grant and will come out of the Capital Improvement Plan line item. Commissioner Pitchford made a motion; seconded by Commissioner Knight to take \$2047 out of the Capital Improvement Plan (10-510-92) to pay for police vests and the money to be reimbursed back to Capital Improvement Plan once funds are received from Vest Partnership. Motion voted and carried unanimously.

**PD Surplus Property** – Chief Trivette informed the Board he and the clerk had gone to the police department and taken an inventory of what was in the building that needed to be disposed of. He said most of the things were either covered in mold or didn't work. He stated he would try to sell the radar units which are outdated and cannot be used. Commissioner Knight made a motion; seconded by Commissioner Pitchford to accept the Resolution to Dispose of Surplus Police Department Property. Motion voted and carried unanimously.

**Downtown Christmas Decorations** - Wanda Clark reminded the Board the GLDP had previously given them information about presenting a Christmas light package along South Main Street and the stage parking lot. She informed them the Ed Fitts Charitable Foundation will now spearhead it. The Board had endorsed GLDP doing it back in July. The Ed Fitts Foundation would like for the town to agree and sign off on the plans to decorate South Main Street, parking lot, and the CSX parking lot. After this year the lights become town property and the town would be responsible for using them and putting them up next year and each additional year thereafter. Ms. Clark had photographs of most of what was being used. A 26 ft. Christmas tree, new lights for the town's 20 snowflakes; garland around stage area; couple of large Christmas balls for stage area; walk through 12' x 12' arch that goes about 50 feet and lights up and you can add music, at the end you have an ornament where you can stand in it and have a picture taken; a couple of other Christmas trees along the CSX parking lot. What the Fitts would like to have is a letter that says the town would love to participate in such a thing. Ms. Clark said this is the same company that donated the snowflakes twenty years ago. Commissioner Barcelo asked if this was totally paid for by the Fitts Foundation. Ms. Clark said yes with the exception of the electricity to power it. She said the property owners might have a small electric bill if lights were plugged into their building, but the lights are LED. Commissioner Pitchford reiterated that after this year the lights became the town's, and wanted to know where the town would store them. Commissioner Barcelo said he thought between the library and town hall they could be stored. Commissioner Pitchford was also concerned about the possibility of not being able to use the CSX parking lot next year since she had heard it was sold. Ms. Clark said the lights on that property could be incorporated somewhere else in the town. Several properties were mentioned as possible sites. Commissioner Knight made a motion; seconded by Commissioner Pitchford to write a letter of support to the Fitts Foundation for the Christmas lights.

**Civil Emergency Document** - Commissioner Pitchford explained the Board had seen the ordinance before which authorized the mayor to declare a state of emergency and a curfew. She stated the town could not enforce a curfew because it did not have an ordinance in place. She also said she had someone working on an Emergency Management Plan for the town. Commissioner Pitchford made a motion; seconded by Commissioner Knight to adopt the Civil Emergency Ordinance O-2019-016. Motion voted and carried unanimously. A copy of the Civil Emergency Ordinance is hereby attached to the minutes.

**Broadband Letter of Support** - Asst. Clerk Holly Barcelo presented information about Broadband Infrastructure and the need in small communities to be able to provide good broadband support to their citizens which is part of the Upper Coastal Plains Council of Government broadband task force initiative. Commissioner Barcelo made a motion; seconded by Commissioner Pitchford to send the letter of support to

Toby Fitch and Michael Wray asking them to vote for the bill that allows towns to help get good quality broadband to their citizens.

**Sewer Infrastructure Repair Project** - This was tabled until Commissioner Gould-Faison could be present.

**Constitution Week Proclamation** - Mayor Pro-temp Spragins read the Proclamation declaring September 17-23 as Constitution Week. Commissioner Pitchford made a motion; seconded by Commissioner Knight to adopt the Constitution Week Proclamation as presented. Motion voted and carried unanimously. A copy of the proclamation is hereby incorporated into the minutes.

**Citizen's Concerns and Comments** – Buddy Isles, Sr. with the GLDP spoke. He said the First Fridays had been successful. He also mentioned wanting to name the stage, adding to the event policy that no personal vehicles were allowed in the parking lot for safety reasons, adding the porta john fees to be collected by the town and the town taking over them, permanently placing the porta johns behind a fence behind the Battle building, and checking into Beer/Wine trucks at events.

He said the next event was Halloween. There was a meeting scheduled Thursday, September 12<sup>th</sup> at the library for this event. He said the event was going to be even better than last years. The GLDP was going to sell chicken plates. Mr. Isles also said the GLDP was renting two floats for the Christmas parade this year. He mentioned that any business could sponsor a float and have their name put on the float. He also said the GLDP was interested in getting marching bands in the Christmas parade.

Mr. Isles also mentioned the donation the GLDP had received from the residents of Ferncliff and taking care of the parking lot for the park and having it finished by the end of September. Commissioner Pitchford also stated the GLDP was going to have a Christmas lighting ceremony on November 30<sup>th</sup>.

Mr. Isles informed the Board the GLDP had painted the Battle building and was planning on finishing the windows. He said they had received permission to paint Tri-Lakes Flooring and the dentist office. He hoped to have the painting completed by the end of September.

Mr. Isles mentioned he had spoken to Marion Alston about cleaning up the railroad bed. Mr. Alston had told him he would do the clean up for \$9000. He said the GLDP would like it cleaned up before Halloween and would like to do a fund raiser for it. He asked the Board to consider helping the GLDP with a certain amount of money to kick off the project. It was decided to put it on the next roundtable agenda for consideration.

**Commissioners Reports on activities in August, 2019** – Water/Sewer- Commissioner Barcelo read the report in the absence of Commissioner Gould-Faison. A copy is hereby incorporated into the minutes.

**Streets** – Commissioner Barcelo thanked everyone for their help in preparing for the hurricane. He said the town was continuing to mow and pick up leaves.

**Cemetery** – Commissioner Knight thanked Hobbs Tree Service and Mike Clark for their help in cleaning up the limbs that were down. She mentioned there was some question about when to remove floral arrangements. Commissioner Knight said as long as the arrangements were still looking good they could stay. There was no set time limit. She also said Olde South Properties was in charge of cutting the grass two times a month. The town cannot afford mowing more than twice a month.

**Police Department** – Commissioner Pitchford read the 911 Police report. A copy is hereby incorporated into the minutes.

Finance – Commissioner Spragins thanked the board, Commissioner Pitchford and the clerk for their patience with him during his absence this past month. He reported the town has collected 14% of the revenues budgeted for the General Fund and expended 25% of the budget. In the water and sewer fund the town had collected 19% of budgeted funds and expended 20% of the budget. Commissioner Pitchford pointed out that when we take in less than we spend everyone needs to tighten up a little. It was pointed out that the bulk of the money comes in through ad valorem taxes which don't start coming in until two or three months after the budget year starts. A copy is hereby incorporated into the minutes.

**Citizen's Comments on Commissioner Reports** - Mr. Buzzy Parker asked if the town dump would be open for leaves and trash. Commissioner Spragins said the dump would not be open to the general public. Commissioner Barcelo said the town was waiting for a permit before they could officially use the dump.

**Mayor's Remarks** – Mayor Pro-temp Spragins said since Mayor Scott was not here the only remark would be the next town meeting would be held Tuesday, September 24<sup>th</sup> at 6:30 p.m.

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

---

Ellen M. Eller, Town Clerk