

**TOWN OF LITTLETON**

**LITTLETON, NORTH CAROLINA**

Town of Littleton  
112 East South Main Street

**AGENDA**

**March 14, 2022**

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 payment of bills for March 14, 2022
4. Budget Amendments
5. State Budgeted Funds \$250,000
6. Zoning Map Approval
7. Water Meter Quote
8. Wastewater Resolutions
9. Financial Audit Contract
10. Citizens Comment Policy
11. Use of Town Hall Policy
12. Vacation Time Limits
13. First Saturday Farmer's Market Fee
14. Town Hall Hours
15. Cleaning Floors – Town Hall
16. Event Permit – Dock/Quanisha Silver
17. Citizens Comments on Commissioners reports
18. Mayor's remarks
19. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular meeting Monday, March 14, 2022 at 6:35 p.m. at the Town Hall and remotely through Zoom.** Present were Commissioners Ophelia Gould-Faison, Clyde Johnston, Lynn Moseley, Jim Skilton, Steve Barcelo, Police Chief Phillip Trivette, and Police Officer Donald Duke. Mayor K. Owen Scott called the meeting to order at 6:30 p.m.

Commissioner Gould-Faison made a motion; seconded Commissioner Barcelo made a motion to approve the agenda. Motion voted and carried.

**Consider approval of payment of bills for March 14, 2022** – Commissioner Barcelo made a motion; seconded by Commissioner Skilton to approve the bills as presented. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

**Budget Amendments** – Budget amendments for the police department and the street department were presented and review by the board. Commissioner Barcelo made a motion to approve the budget amendments; seconded by Commissioner Skilton. Motion voted and carried. A copy of the amendments is hereby incorporated into the minutes.

**State Budgeted Funds \$250,000** – Mayor Scott stated that the town has received funds from the State budget to address street flooding in town. After some discussion, the commissioners decided that the areas that are in the most need of repair are: North Main Street near Kenny Wilson’s Auto Repair Shop, corner of Littleton Hardware and behind the Piggy Wiggy. The required paperwork will be completed and returned.

**Zoning Map Update** – The board review the presented map and Mayor Scott noted that the map is updated and correct. Motion was made by Commissioner Skilton to approve the zoning map as presented; seconded by Commissioner Barcelo. Motion voted and carried. A copy of the zoning map is here by incorporated into the minutes.

**Water Meter Quote** – Luke Compton, ORC presented a quote request for 80 new water meters. The purchase of these meters will updated our meters to digital and cut down on the time that it takes to read the meters each month. Also, by purchasing this amount a once, we will receive a discount on each meter. Motion was made by Commissioner Gould-Faison to approve the purchase of 80 water meters; seconded by Commissioner Moseley. Motion voted and carried.

**Wastewater Resolutions** – Commissioner Gould-Faison presented resolutions for: Littleton Wastewater Treatment Plant Improvements and Littleton Pump Station Rehabilitation Project. Commissioner Gould-Faison noted that these resolutions are needed to submit a request for additional \$2 million in ARPA funds to complete these projects which will total approximately \$4 million. Motion was made by Commissioner Barcelo to approve the presented resolutions; seconded by Commissioner Skilton. Motion voted and carried. A copy of the resolutions is hereby incorporated into the minutes.

**Financial Audit Contract** – Mayor Scott presented the contract for financial audit services for years 2022, 2023, and 2024 with Winston, Williams, Creech, Evans & Company, LLP. Motion was made by Commissioner Gould-Faison to approve the contract; seconded by Commissioner Johnston. Motion was voted and carried.

**Use of Town Hall Policy** – Mayor Scott presented a draft policy that would allow the town hall meeting room to be use by outside organizations/citizens. After some discussion, the board requested that this policy be sent to the town attorney for his review. Will table until the next meeting.

**Police Vacation Policy** – Commissioner Moseley presented a draft of the suggested changes to the personal policy for the town. These changes will change the vacation carryover to be changed from ½ of the overage of 250 hours be allowed to be moved to sick leave to all overages be move to sick

leave. Motion was made by Commissioner Moseley to approve all overage of 250 vacation hours be allowed to be added to sick leave; seconded by Commissioner Skilton. Motion voted and carried.

**First Saturday Farmer's Market Fee** – Mayor Scott read a memo from the GLPD regarding it taking charge of the First Saturday Farmer's market. After some discussion, Commissioner Gould-Faison stated that she is not in favor of the GLDP taking this over completely. She feels that the town can work with the GLDP, but that all completed vendor forms should be handled and kept track of by the town. Mayor Scott stated that we will let the GLDP know that we appreciate the help and that all vendor forms will need to be processed through the town office.

**Hours of operation for Town Hall** – Mayor Scott presented the suggested hours of operation to the commissioners. The recommended hours are: Monday-Friday 8:30am-1:30pm 2:00pm-4:30pm. Motion was made to change town hall hours starting May 1, 2022 by Commissioner Barcelo; seconded by Commissioner Skilton. Motion voted and carried.

**Cleaning Floors – Town Hall** – Clerk Josie Jones informed the board that floor cleaning for town hall has been set up for April 8<sup>th</sup> and that the town office will need to be closed for this. Some of the commissioners did not remember seeing quotes for this to be done. Clerk Jones will check with the former clerk and clarify. This will be tabled until the next meeting.

**Event Permit** – Quanisha Silver presented information on the Juneteenth Festival event that she would like to have in the town parking lot on Saturday, June 18, 2022. She noted that there will be live music, sweet potato pie contest, local artist, food vendors and a scholarship award. She stated that they would need electricity and water. A \$150 deposit will be needed with \$100 refundable after everything is cleaned up. There is also a \$30 per hour fee for extra police. Mayor Scott asked Mrs. Silver to please let the town know closer to the event date what the number of expected to attend would be.

**Citizens Concerns and Comments** – Dr. Mark Davis stated that he is currently working on a new charter school project and that a non-profit and board of directors has been started for this. The first meeting for this school will be held at Littleton Food and Spirits on April 8, 2022 at 11am. He invited the commissioners to attend the meeting.

**Commissioners Reports on activities – March 2022: Streets** – Commissioner Barcelo noted that the department is working on picking up debris from around town and that we are down one truck at the moment, hopefully will have it back from the repair shop next week.

**Water/Sewer** – Commissioner Gould-Faison thanked Luke Compton for all his hard work and asked him to present his water/sewer report to the board. Luke presented his report to the board and noted that we need to ask the citizens to please not put grease down the drain. A copy of the report is hereby incorporated into the minutes.

Police Department – Commissioner Moseley presented the 911 calls for February to the board. A copy of the report is hereby incorporated into the minutes.

Cemetery/Parks – No report at this time.

Finance – Commissioner Johnston presented the finance report to the board. A copy of the report is hereby incorporated into the minutes.

**Citizen’s Comments on Commissioners reports** – No comments.

**Mayor’s Remarks** – Mayor Scott thanked commissioners for all their work with the town and he is glad to see things slowly getting done.

Commissioner Skilton made a motion; seconded by Commissioner Barcelo to adjourn. Motion voted and carried. The meeting adjourned at 8:00 p.m.

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Josie G. Jones, Town Clerk