

Town of Littleton  
112 East South Main Street

**AGENDA**

**January 11, 2021**

**6:30 p.m.**

Regular Monthly Board Meeting  
Held Remotely through Zoom

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Public Hearing for Revision to Zoning Ordinance
4. Ordinance 21-001 Revision to Zoning Ordinance
5. Consider approval of minutes for December, 2020 Consider approval of minutes of meeting(s) held November, 2020
6. Approval for payment of bills for December, 2020
7. Budget amendments
8. Open Commissioner Seats
9. Board Meeting Dates for 2021
10. CloudWyze agreement
11. Digitize Sanborn insurance map and Foster Tax map quote
12. Spectrum internet information
13. Sick Leave Policy
14. Security Cameras Go Fund Me
15. PD vehicle bids
16. MLK parade update
17. Bike and Pedestrian Grant update
18. Commissioner Reports on activities in December, 2020
19. Citizen's Comments on Commissioner Reports – comments/questions-limited to 2 minutes
20. Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(3)(6) to consult with town attorney and discuss personnel
21. Mayor's remarks
22. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Monday, January 11, 2021, at 6:30 p.m. remotely through Zoom.** Present were Commissioners Stephen Barcelo, Ophelia Gould-Faison, Lynn Moseley, and 18 members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:30 p.m.

Commissioner Barcelo made a motion; seconded by Commissioner Moseley to approve the agenda. Motion voted and carried.

Mayor Scott said before the Public Hearing is opened town attorney, Kris Gardner asked to speak. Mr. Gardner reminded the commissioners the revised general statute for remote meetings requires each member to be polled to vote. He also gave information to the board and the audience in regard to the public hearing. He explained the board has historically regulated gaming machines. For a long time gaming

machines were allowed as an accessory use to a business and the business would be allowed up to two machines per establishment. In 2017 the board amended the ordinance to remove the authorization for businesses to have up to two machines for accessory use. Those businesses that had two machines at the time were considered a non-permitted use. The ordinance was silent on what would become of those operators, i.e. would the operator continue the use, if so for what period of time. The 2017 ordinance also adopted a regulation similar to what Halifax County did with commercial amusements. The Board last year asked Mr. Gardner to phase out commercial amusements ordinance and any business that has up to two machines. Early last year the board sent out notices to two operators notifying them of the town's intent to do so. The board asked the operators to please give them information about amortizing the machines so the operators could recover some or all of their investment. Mr. Gardner did not remember receiving any information from the operators in regard to the amortization. Then Covid hit and the Halifax County Sheriff's department shut down a lot of the operations, so it was put on hold by the town because the businesses were not allowed to operate. Now the businesses have continued operation and the direction from the board previously was to phase out the use of the machines. The ordinance as currently drafted confirms that prohibition on the two machines applies now and the operators have ten days to remove the machines before enforcement begins. It also removes the authorization for commercial amusements. This would remove the accessory use authorization and enforcement would begin with ten calendar days of adoption. Mr. Gardner then turned the meeting back over to Mayor Scott.

Mayor Scott opened the Public Hearing for Revision to Zoning Ordinance at 6:38 p.m. The Public Hearing was closed at 6:52 p.m.

After closing the Public Hearing the mayor stated that the town attorney had asked to table the Ordinance 21-001 Revision to Zoning Ordinance until after he had a chance to speak in closed session with the board of commissioners. There was a consensus among the board to table the Ordinance 21-001 until after closed session.

Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to approve the minutes for December 15, 2020, as presented. Motion voted and carried.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to pay the bills for December, 2020, as presented. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

**Budget amendments** – Commissioner Moseley presented budget amendments for the General Fund. Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to approve the budget amendments as presented. Motion voted and carried. A copy of the Budget amendments is hereby incorporated into the minutes.

**Open Commissioner Seats** - Mayor Scott said he had a list of questions he would ask each candidate who was interested in becoming a commissioner after each candidate introduced themselves. Jim Skilton, Clyde Johnston, Keith Hamm and Brent Hamm introduced themselves and answered questions. Mayor Scott then asked each commissioner to make a recommendation for two commissioners to fill the two vacant seats. It was decided at the round table to work through which open seat would be filled by the new commissioners. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to fill the open commissioner seats with Clyde Johnston and Jim Skilton, with roles to be determined at the roundtable session. Motion voted and carried.

**Board Meeting dates for 2021** – Mayor Scott said he knew new commissioner Clyde Johnston had a conflict with Tuesdays and asked if Mondays would be agreeable with everyone. After some discussion it was

decided to have town attorney, Kris Gardner, to amend the meeting schedule ordinance to say by the first meeting of December the board shall adopt a meeting schedule for the coming year. Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to have town meetings on the second and fourth Monday at 6:30 pm. Motion voted and carried.

Mayor Scott also asked Mr. Gardner if swearing in of new commissioners had to be done in person or could it be done remotely. Mr. Gardner is going to look into this and get back with the board.

**CloudWyze agreement-** Mr. Gardner said he was under the impression that the town and CloudWyze were to work together to be able to put equipment on the town's water tower. He had heard there might be some issues that would not be feasible for CloudWyze to move forward. Jim Skilton of Southern Corrosion spoke and said the issue was CloudWyze has not given any plans to the town. He said he said the plans needed to be such that they do not damage the tank, allows for maintenance of the tank, and can stay on the tank when it is being painted. He said he generally requires anyone who works on the tank hires Southern Corrosion to do the work. The clerk will make sure CloudWyze gets in touch with Jim Skilton. It was brought to the board's attention that the town has an agreement with CloudWyze, but the agreement states the town has the final approval of the construction plans.

**Digitize Sanborn Insurance Map and Foster Tax Map quote -** The clerk presented a quote from Duncan Parnell to digitize the Sanborn Insurance maps and Foster Tax maps. She stated the maps are stored in the town's vault and are extremely old and not in good shape. She said digitizing them would allow people to use the maps without touching them and causing more deterioration. After some discussion it was decided to use COVID Relief Funds to pay for the maps. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to digitize the Sanborn Insurance Maps and Foster Tax Maps and use COVID Relief Funds to pay for the maps. Motion voted and carried.

**Spectrum Internet Information** – Chief Trivette informed the Board Spectrum's internet is a lot faster what the town is using right now. After some discussion it was decided the town should have at least 500 Mbps. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to change from Century Link to Spectrum for a five-year term in the amount of \$1330 plus installation not to exceed \$500. Motion voted and carried.

**Sick Leave policy** - Commissioner Moseley stated that Donald Duke transferred vacation from Vance County at the meeting in December. The town did not accept his sick leave and Commissioner Moseley said the sick leave helps toward his retirement and does not cost the town anything. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to accept Donald Duke's sick leave from Vance County. Motion voted and carried. It was decided to address the vacation/sick leave policy at the next meeting.

**Security Cameras Go Fund Me** - Commissioner Barcelo said he was working with Chief Trivette on getting a Go Fund Me account set up to allow citizens to help pay for the security cameras in town. He said he had spoken with the town attorney and other towns have done this. Commissioner Barcelo made a motion; seconded by Gould-Faison to start a Go Fund Me for security cameras as soon as Chief Trivette gives him information on the price of the cameras. Motion voted and carried.

**PD Vehicle Bids** – Chief Trivette said the board had previously decided to sell the PD's Dodge charger the end of March, but he would like to move the date up because of the mud behind the police department and lack of space for vehicles. Mayor Scott asked if Commissioner Barcelo would like to move his dump truck as well. He said he would and wanted to know if the police department needed stone. Chief Trivette said he would love to have some stone. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to move the Blue Dodge Charger and Dump Truck bid opening from March to February 8, 2021, with a

minimum bid of \$500. Motion voted and carried. The town clerk will post an advertisement in the paper, town hall, post office, and put it on the town's website. Mayor Scott reminded everyone the bid needed to be turned into the town hall in a sealed envelope by 5:00 p.m. February 8, 2021.

**MLK parade update** – Commissioner Gould-Faison informed the community and commissioners that the MLK parade was cancelled due to COVID.

**Bike and Pedestrian Grant update** – Mayor Scott read an email received from NCDOT informing the town they were receiving a Bicycle and Pedestrian Planning Grant from NCDOT. He asked everyone to let Lea Beasley know how much they appreciated her hard work on the grant. Without Ms. Beasley's help the town would not be receiving the grant.

Commissioner Moseley also mentioned the town was having some issues with ATV's each weekend coming through town and using the railroad bed where the Bicycle and Pedestrian Walkway will be. Chief Trivette said he has looked at our ordinances and the only thing it applies to is traveling on sidewalks. He said they are going through parking lots and other places in town as well. He stated he thought the town needed to get an ordinance that would ban any off-road vehicle that is not registered, titled, and insured through the state. Mayor Scott asked the town attorney if he could prepare something for the board to consider at the next meeting.

**Commissioner Reports on activities in December, 2020** – Streets/Cemetery – Commissioner Barcelo said they were filling a lot of pot holes with stone right now. The department is still picking up leaves and branches, and the dump needs to be turned again. He said the cemetery grass is not growing right now, and there are no issues.

Water/Sewer – Commissioner Gould-Faison stated repairs were ongoing at the WWTP. She mentioned the WWTP sign on Highway 4 has been installed. The generator at the plant is on schedule to be serviced and repaired. She said two metal doors on the chemical building at the plant are to be repaired and replaced soon. She thanked Luke Compton for doing a great job with the continued support of the RR Sanitary District. She informed the board we still have customers on the COVID payment plan.

Finance- Commissioner Moseley read his finance report for month. A copy is hereby incorporated into the minutes.

PD – Commissioner Moseley gave a shout out to Chief Trivette for working out schedules to help with better coverage in town. He read his Police Department Report. A copy of the report is hereby incorporated into the minutes.

Citizen's Comments on Commissioner's Reports – there were no comments.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to go into Closed Session pursuant to NCGS 143-318.11(a)(3)(6) to consult with town attorney and discuss personnel. Motion voted and carried. The town attorney asked that the new commissioners, Chief Trivette, and town clerk be allowed to attend the closed session meeting as well. The Board went into closed session at 8:28 p.m.

The Board returned to open session at 9:05 p.m. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to increase assistant clerk, Rhonda Bobbitt's, salary to \$14 per hour effective January 1, 2021. Motion carried.

**Mayor's remarks** - Mayor Scott thanked Lea Beasley for working hard and helping get the Bike and Pedestrian Walkway grant. He thanked Rhonda Bobbitt for stepping up and working hard when the town clerk was out of town. He stated he was excited to have Jim Skilton and Clyde Johnston as new commissioners and was looking forward to working with everyone to make Littleton better. He reminded everyone to social distance and observe CDC guidelines for the virus.

Commissioner Barcelo made a motion; seconded by Commissioner Moseley to adjourn. Motion carried.

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Ellen M. Eller, Town Clerk