

Town of Littleton
112 East South Main Street

AGENDA
January 25, 2021
Round Table Session
Held Remotely through Zoom

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Swearing in of new commissioners
4. Commissioner Seats and Departments
5. Approval of bills for January 25, 2021
6. Ordinance for Regular Meetings
7. Ordinance for ATV
8. Personnel Policy Resolution
9. WWTP Update
10. Black Heritage Month Proclamation
11. Grievance Form
12. Motion to go into Closed Session pursuant to NCGS143-318.11(a)(3) to consult with town attorney
13. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Round Table Session Monday, January 25, 2021, at 6:30 p.m. remotely through Zoom. Present were Commissioners Stephen Barcelo, Ophelia Gould-Faison, and Lynn Moseley, and three 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 Gould-Faison to approve the agenda. Motion voted and carried.

Mayor Scott swore in Clyde Johnston and Jim Skilton as new commissioners. A copy of their signed statements is hereby incorporated into the minutes.

Commissioner Seats and Departments - Town attorney, Kris Gardner, explained to the board the need to designate which seat each new commissioner will fill. He stated former Commissioner Knight's term expires November, 2021, and former Commissioner Pitchford's term expires November, 2024. He said each appointed commissioner will be up for re-election November, 2021. The person who is taking Commissioner Pitchford term would be elected for two years to fulfill her term. After some discussion Commissioner Moseley made a motion; seconded by Commissioner Barcelo to appoint Commissioner Clyde Johnston to fill Commissioner Knight's seat and Commissioner Jim Skilton to fill Commissioner Pitchford's seat. Motion voted and carried.

Mayor Scott informed Commissioner Johnston and Skilton the open departments were Cemetery and Finance. However, the board could do whatever they want. After some discussion among the board members Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to appoint Clyde Johnston to Finance and Jim Skilton to Cemetery and to assist Commissioner Gould-Faison in Water/Sewer.

Motion voted and carried. Commissioner Gould-Faison said she thinks it's a good idea to have commissioners partner with one another and everyone would be aware of what is happening in each department.

Approval of bills - Commissioner Moseley presented the bills. He said there was one addition to the bills in the amount of \$4801.50 to Roanoke Valley Insurance that was not included. He also mentioned the town clerk had given everyone a corrected copy of the budget amendments presented January 11, 2021. He stated the budget amendments removed transfer of money in regard to Christmas bonuses. Originally the bonuses were not run through payroll. However, when the town clerk spoke with the auditor he informed her they had to be taken out of payroll. So there was a decrease in the budget amendments from \$20,893 to \$7450. Commissioner Barcelo made a motion; seconded by Commissioner Skilton to pay the bills as presented with the addition of \$4801.50 to Roanoke Valley Insurance and the correction of the budget amendments. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Ordinance for Regular Meetings - Kris Gardner said this ordinance gives the board more flexibility in adopting board meetings. Commissioner Mosely made a motion; seconded by Commissioner Barcelo to adopt Ordinance 21-002 Amendment to Code of Ordinances to Modify Designation of Regular Meetings. Motion voted and carried. A copy of Ordinance 21-002 is hereby incorporated into the minutes.

Ordinance for ATV - Chief Trivette explained he was concerned with issues he has had lately with four wheelers in the Town of Littleton. He said there is an ATV trespassing law. He stated he would like to ban ATV's in town. He did not know if the town could do that. Kris Gardner, town attorney, said state law already governs most of the issues the town is having. He said there was information in the board's packet in regard to these issues. He said it would not be wise to put something into the town's ordinances. Chief Trivette wanted to be able to give out either a town ordinance or a state citation. It was a consensus among the board to have Kris look further into the ATV issues.

Personnel Policy Resolution - Kris Gardner said at a previous meeting the town had allowed accrued vacation time to be transferred to the town of Littleton from other local and state agencies. There was discussion at the last meeting to do the same thing with sick leave. Mr. Gardner drafted a Resolution to Amend Personnel Policy which would give credit for a new employee transferring in from another municipality or state agency. Commissioner Moseley said he thought the town had limited accepting vacation hours to 60 hours at a previous meeting. The town clerk said that was correct. After further discussion the town decided they would not put a limit on accepted sick leave. Mr. Gardner will correct the Resolution to Amend Personnel Policy and send a copy to the town clerk. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to adopt the policy to show the town will accept no more than 60 hours vacation and to accept any and all sick leave from a new employee coming from a state or local government agency. Motion voted and carried.

WWTP Update - Commissioner Gould-Faison told the board she has continued to work with the COG to get a grant to take care of the issues at the WWTP. She said the town would be meeting Wednesday through Zoom with the COG, the engineers, and town officials. She asked Mr. Gardner to speak on this as well. Mr. Gardner said there had been a fair amount of work on the grant. He explained the scope of the grant was decided in the search grant and the parameters can not be changed. He also said the engineering firm which did the search grant should be the engineer for the project at this point since there is not enough time to switch engineers. Switching engineers at this point could cause the town to not be able to meet the grant deadline in April. Mr. Gardner said he had personally worked with the COG over the years and hopefully there would be no delays. He said the COG would be administering the grant and would not approve payment to the engineering firm if the work was not done properly. Commissioner Gould-Faison informed the board she would welcome any and all commissioners to attend the meeting with the COG on

Wednesday. Commissioner Skilton said he was planning on being on the call. Mr. Gardner also mentioned he thought the town would have to have some sort of rate increase to get the best possible grant match.

Commissioner Moseley asked to return to the Personnel Policy before moving on to the next item on the agenda. He said when Chief Phillip Trivette was hired from Halifax County Sheriff's Department bringing his leave from Halifax County fell through the cracks. He asked what the town could do at this point. Commissioner Moseley made a motion; seconded by Commissioner Skilton to accept Chief Phillip Trivette's sick leave as long as he is able to get documentation from Halifax County. Motion voted and carried.

Black Heritage Month - Mayor Scott read the Black Heritage Proclamation. A copy of the proclamation is hereby incorporated into the minutes. Commissioner Gould-Faison also mentioned Littleton had a person from Littleton who had been instrumental in civil rights, Ella Baker. It was mentioned the town used to have a historical sign for Ella Baker and it needed to be replaced.

Grievance Form - The town clerk informed the board she had a citizen who had come in to town hall requesting a grievance form. She had informed the citizen the town did not have one. She asked Mr. Gardner if there was some form he was aware of. He said normally issues were forwarded to commissioners to address. Mayor Scott also mentioned they could ask to be put on the town's agenda. Chief Trivette said he would help the clerk with a form.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to go into Closed Session pursuant to NCGS143-318.11(a)(3) to consult with town attorney. Motion voted and carried. Closed Session started at 7:25 p.m. The Board returned to Open Session at 7:54 p.m.

There was no additional business to attend to after coming out of Closed Session. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to adjourn. Motion voted and carried.

Ellen M. Eller, Town Clerk