

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town of Littleton
112 East South Main Street

AGENDA

December 13, 2021

6:30 p.m.

Held at Town Hall and Remotely through Zoom

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Oaths of Office
4. Organization of Board
5. Resolutions of Bank Signatures
6. Consider approval of minutes – November, 2021
7. Consider approval of payment of bills for December 13, 2021
8. Budget Amendments
9. Event/Vendor Permits
10. Wastewater Surveillance for COVID-19
11. Street Signs
12. Christmas Lights Update
13. Citizen's Concerns and Comments – ETJ in Warren Co. for Fitts property, John Skinner
14. Commissioners Reports on activities, November 2021
15. Citizen's Comments on Commissioners Reports
16. Motion to go into Closed Session pursuant to NCGS143-318.11 (a)(6) to discuss personnel
17. Roundtable meeting for December
18. Mayor's Remarks
19. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Meeting Monday, December 13, 2021, at 6:30 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, John Skinner. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:30 p.m.

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

Oaths of Office – Ellen Eller swore in K. Owen Scott as Mayor. Commissioner Clyde Johnston, Jr., Stephen Barcelo and Town Clerk Josie Jones were sworn in by Mayor K. Owen Scott.

Organization of Board – After some discussion, Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to have the Mayor Pro-Tem be Stephen Barcelo. Motion voted and carried.

The motion was made by Commissioner Gould-Faison; seconded by Commissioner Moseley to continue having board meetings for 2022 to remain on the 2nd and 4th Monday of the month. Motion voted and carried.

Resolutions of Bank Signatures – Resolution R-21-005, R-21-006, R-21-007 Designation of Town/Applicant's Agent were presented. These resolutions would allow Josie Jones, Town Clerk to be added to all bank accounts as an authorized signer. Motion was made by Commissioner Moseley; seconded by Commissioner Johnston, Jr. to approve the resolutions as presented. Motion voted and carried. A copy of the resolutions is hereby incorporated into the minutes.

Consider approval of meeting minute(s) held in November, 2021 – Commissioner Barcelo made a motion; seconded by Commissioner Johnston to approve meeting minutes from November 2021. Motion voted and carried.

Consider approval of payment of bills for December 13, 2021 – Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison 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 were presented for the sewer department. Commissioner Gould-Faison made a motion; seconded by Commissioner Johnston to approve the presented budget amendments. A copy of the amendments is hereby incorporated into the minutes.

Event/Vendor Permits – Mayor Scott noted that event/vendor permit fees had been suspended since 2020 due to COVID. The board needed to decide if these permit fees should be reinstated starting January, 2022. After some discussion, the motion was made by Commissioner Skilton and seconded by Commissioner Barcelo to reinstate the event/vendor permit fees starting January, 2022. Motion voted and carried.

Wastewater Surveillance for COVID-19 – Commissioner Gould-Faison presented information from Water Environment Federation on an invitation to small utilities to participate in automatic sampler supply, training, and troubleshooting program. Commissioner Gould-Faison noted that this is a great opportunity for Littleton to receive a free water testing sampler and training. After some discussion, Commissioner Gould-Faison made a motion to participate in this program. The motion was seconded by Commissioner Barcelo. Motion voted and carried.

Street Signs – Chief Trivette said he had spoken with the GLDP asking for help getting the word out for donations to help pay for new street signs. Commissioner Skilton asked if there were any funds left from on COVID funds that could be used to help with some of the cost of the new signs. The town clerk will check to see what funds may still be available.

Chief Trivette said it would be around \$100 per sign, which would include the sign and post. He said he had verified 76 street signs in town.

Christmas Lights Update – Mayor Scott noted that there have been issues with the Christmas lights on the water tower shorting out. There is an electrical issue that can be corrected at the cost of about \$1200. The board will revisit this issue when working on the 2022-23 budget.

Citizen's concerns and comments – John Skinner addressed the Mayor and Commissioners regarding his concerns with the zoning of land on O'dell-Littleton Road, which is in the town's ETJ. He asked were there to be any additional meetings to discuss the rezoning request from El Brio Shores. Mayor Scott stated that yes there would be more meetings in the future, depending on what El Brio Shores decides to put on that property. Mr. Skinner stated that he as well as other property owners around O'dell-Littleton Road have concerns regarding what the property will be used for. Concerned with changing this property from agricultural/residential to light industrial/multi-family, he feels that this is "spot zoning". As well as this is Halifax County zoning for another county, in this case Warren County. Mr. Skinner asked if this zoning change was voted on for the benefit of Littleton or somebody else and when or how did Littleton be able to vote on changes. Mayor Scott replied that it was done for the benefit of both Littleton and others. Mayor Scott informed Mr. Skinner that the ordinance to make zoning changes in the ETJ were passed in April of 1985. Mr. Skinner is also concerned about what kind of housing will be built on this land. Mayor Scott stated that El Brio Shores requested the zoning changes and there were no red flags that the board saw to not vote for this zoning change. Mr. Skinner stated that he is also concerned about the land values and tax values of that area depending on what kind of housing will be built. Mayor Scott stated that he understands Mr. Skinner's concerns and he will ask El Brio Shores if they would hold a public meeting to give more information about what they are planning to do with this property. Mr. Skinner stated that he did not receive the notification of the Public Hearing that was held on November 22, 2021 until 1 day after the meeting was held. The town did follow its normal policy of sending out letters to landowners that property touches the property in questions and had the Public Hearing notification published in the Roanoke Rapids Daily Herald newspaper. Mayor Scott thanked Mr. Skinner for bring his concerns to the meeting.

Commissioners Reports on activities, November 2021 – Streets - Commissioner Barcelo noted that the Street Department is working on cleaning up leaves around the town and asked that everyone please bag their leaves if possible. He thanked all employees for all of their hard work.

Water/Sewer - Commissioner Gould-Faison thanked Luke Compton for all his hard work with the water and sewer department. She asked him to present the November, 2021 monthly water/wastewater report. A copy of the report is hereby incorporated into the minutes.

Police Department – Commissioner Moseley read the police report. A copy is hereby incorporated into the minutes. He noted that Haggarty’s Steakhouse donated \$2000 to Littleton for local children.

Cemetery/Park – Commissioner Skilton noted that the Bike/Pedestrian Grant committee will be meeting on December 15th to review and discuss the survey findings.

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

Citizen’s comments on Commissioner’s reports – There were no comments.

Roundtable Meeting for December – Mayor Scott suggested that the Roundtable meeting for December 27th be cancelled because of the Christmas holidays. There was a consensus to cancel the meeting.

Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to go into Closed Session pursuant to NCGS143-318.11(a)(6) to discuss personnel. The board went into Closed Session at 7:35pm.

The board came out of Closed Session at 8:15pm.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve Christmas bonuses for all town employees. Full time employees receiving \$300 and parttime employees receiving \$100. Bonuses will be paid on December 21st. Motion voted and carried.

Commissioner Gould-Faison made a motion; seconded by Commissioner Skilton to approve a raise of pay to \$47,500, to pay for health insurance, paying up \$2000 a year health insurance deductible for Luke Compton and allowing him to drive the town truck for personal use. Motion voted and carried.

Commissioner Skilton made a motion; seconded by Commissioner Moseley to approve Ellen Eller moving to a parttime position at the rate of \$16.50 per hour. Motion voted and carried.

Draft copy of the 2022 calendar was review and a motion was made by Commissioner Gould-Faison and seconded by Commissioner Mosely to approve the calendar presented. Motion voted and carried. A copy of the calendar is hereby incorporated into the minutes.

Mayor’s Comments – Mayor Scott thanked Ellen Eller for all she has done for the Town of Littleton, and he appreciates her hard work.

Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to adjourn. Motion voted and carried. The meeting adjourned at 8:35 p.m.

Josie G. Jones, Town Clerk