

Town of Littleton
112 East South Main Street

AGENDA

February 22, 2021

Round Table Session
Held Remotely through Zoom

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Approval of Bills for February 22, 2021
4. Amendment to Code of Ordinances – Ordinance 21-003
5. Spectrum internet update
6. Cemetery maintenance
7. Planning Board resignation
8. WWTP – COG update
9. Robert Silver celebration
10. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Round Table Session Monday, February 22, 2021, at 6:30 p.m. remotely through Zoom. Present were Commissioners Stephen Barcelo, Ophelia Gould-Faison, Jim Skilton, Clyde Johnston, Lynn Moseley, and six members of the public. Mayor K. Owen Scott was absent. Mayor Pro-temp Steve Barcelo presided over the meeting. Mayor Pro-Temp Barcelo called the meeting to order at 6:32 p.m.

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

Mayor Pro-temp Barcelo asked if there was a motion or any additions to the bills for February 22, 2021. Commissioner Johnston said there was one addition of \$200 for the police department. Commissioner Skilton made a motion; seconded by Commissioner Moseley to approve the bills as presented with the addition of the \$200 to the police department. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

Amendment to Code of Ordinances – Ordinance O-21-003 - Mayor Pro-temp Barcelo informed the board the town needed to amend the Code of Ordinances to make civil fines \$50 instead of \$100 per day. Town attorney, Kris Gardner, had written the amendment to Ordinance O-21-003. This amendment would be for all ordinances the town writes, ATV, speeding, etc. Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to approve the Amendment to Code of Ordinances, Ordinance O-21-033. Motion voted and carried. A copy of the ordinance is hereby incorporated into the minutes.

Spectrum internet update - Mayor Pro-temp Barcelo asked Chief Trivette if he had an update on Spectrum internet. Chief Trivette said he did not have an update at this time. He informed the commissioners the person in charge of the town's account lives in Texas. Since they didn't have any power he could not give an update. Mayor Pro-temp Barcelo said it would be put on the agenda in March.

Cemetery maintenance - Commissioner Skilton said he had the contract and assumed the contract was good through June 30, 2021. He said Olde South would come out twice a month April through June, which would be \$3900. Commissioner Skilton asked how the contract was procured. Mayor Pro-temp Barcelo said he was around for one of them, and they had taken bids. Commissioner Skilton asked if there were records of what the town had sent out before. He wanted to know if the town has any invitations to bid templates, or does it have to be created from scratch. Mayor Pro-temp said he didn't know, the clerk would have to look. He also mentioned maybe keeping the cemetery maintenance in house. Commissioner Skilton asked if the commissioners should look into the projected cost to keep the cemetery in house. After some discussion it was decided that Commissioner Barcelo and Commissioner Skilton would sit down and figure out a cost and then move forward.

Planning Board resignation - Mayor Pro-temp Barcelo said since Commissioner Johnston is now a commissioner he would need to resign as a member of the Planning Board. He gave information the clerk had received from the town attorney. Mr. Gardner had suggested to put out information in town hall, post office, and on the town website and let people apply. The town can take applications until March 15th and then make a decision at the March 22nd meeting. The person to be appointed needs to live within the city limits.

Commissioner Skilton informed the board the town's zoning ordinances need to be brought into compliance with the State of NC. Some of the ordinances are mandatory, others are optional. The Board of Adjustment and Planning Board will need to meet to make a recommendation to the board of commissioners. The town's zoning updates need to be in place by July 1, 2021. A Land Use Plan needs to be put into effect by July 1, 2022, and a consultant will need to be hired to take care of this. If the town does not have these updates and plans in place the town would lose control over zoning, and the town would not have any authority to enforce zoning.

Commissioner Gould-Faison asked what the Planning Board and Board of Adjustment do. Commissioner Skilton explained the Planning Board deals with combining lots and subdivisions and how the property is zoned. The Board of Adjustment takes care of building permits and making sure the use on the property is compliant with the zoning of the property. After some discussion the board by consensus decided to take applications for a planning board member until March 15th. If there were more than five applicants, the board would choose five and interview those five. The town could then decide by March 22nd. Commissioner Moseley said it would be good to interview before March 22nd, to be ready to vote on March 22nd to fill the position.

WWTP – COG update - Helen Page from the COG presented a draft of sewer rates. She explained the draft was not final. She said the price for 5000 gallons has to be at least \$58.01 to make the town to be eligible for a 100% principal forgiveness project. It does not guarantee the town will get that. This increase will help get the town more points for the grant. Ms. Page stated the rates need to remain enforce so the town can take care of the system after it's upgraded.

Commissioner Skilton said the sewer plant needs to operate on a self-sustaining basis. The town's rates need to help make it that way. Ms. Page said she was asking the commissioners if they were willing to raise the rates to where they need to be to qualify for a 100% project. Commissioner Gould-Faison stated she didn't think the town had much of a choice. The town needs to make repairs and upgrade the facility.

Ms. Page said her intention is to do the best possible for the citizens. The customers who use the majority of the water will be the least affected. She does not know what the actual increase will be for each level until she has further information. Commissioner Skilton stated the town has two options, the town can have local control over the water and sewer or the town can let the county come and operate the system.

Commissioner Barcelo said with new businesses coming to town, the town should keep control over their services.

Commissioner Gould-Faison stated she wanted the board to be transparent so the citizens would be able to understand the need for a grant and to raise rates. Mayor pro temp Barcelo suggesting making a video showing the existing facility, the issues it has, and what it will cost to fix and maintain it. Commissioner Gould-Faison said once the citizens understand what the issues are they might be more open to the increase even though they don't want it. Ms. Page asked if she could bring something to the March 8th meeting that could be finalized.

The town clerk asked if the rates would be put in sync with the town's current usage breakdowns. She also asked if there would be a differentiation between in town/out of town residential and in town/out of commercial. Ms. Page said the proposed rates and actual usage breakdowns need to be the same. She also stated the town's in town/out of town residential and commercial rates should remain. She said the rates need to be in effect before the grant application was turned in April 30, 2021.

Robert Silver Celebration - Mayor Pro temp read a letter to the mayor from Deborah James in regard to her father Robert Silver's 94th birthday. She was asking the town to approve a drive by birthday celebration beginning at 3:00 p.m. Saturday, February 27th, starting at the post office and going down Halifax Street to Highway 158. Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to approve the drive by celebration for Mr. Silver. Motion voted and carried.

Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to adjourn. Motion voted and carried.

Ellen M. Eller, Town Clerk