

Town Hall
112 East South Main Street

AGENDA

March 10, 2020 6:30 pm
Regular Monthly Board Meeting

1. Call meeting to order 5:30 p.m.
2. Motion to go into closed session pursuant to GS143-318.11(a)(6) to interview candidates for employment and discuss personnel.
3. Pledge of Allegiance followed by Invocation
4. Motion to approve the Agenda
5. Consider approval of minutes of meeting(s) held February, 2020
6. Approval for payment of bills for February, 2020
7. Planning Board, Larry Newell Subdivision application – Clyde Johnston
8. CloudWyze
9. Citizen’s questionnaire
10. USDA - RCHA grant
11. Yard sale permit – COP
12. 2020-21 Budget
13. Citizen Concerns and Comments
 - a. Buddy Isles, GLDP
 - b. Tony Zito, GLDP
 - c. Lisa Bolton, GLDP, Beautification Committee
 - d. Unity of the Carolinas, Betty Willis
 - e. Jimmy Clark
14. Commissioners Reports on activities in February, 2020
15. Citizen’s Comments on Commissioner Reports – comments/questions limited to two Minutes
16. Mayor’s Remarks
17. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, March 20, 2020, at 5:30 p.m. at the Littleton Town Hall. Present were Commissioners Stephen Barcelo, Gerleen Pitchford, Ophelia Gould-Faison, Lynn Moseley, Bonita Knight, Chief Phillip Trivette, Town Clerk, Ellen Eller and 18 members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the to order at 5:30 p.m.

Commissioner Gould-Faison made a motion; seconded by Commissioner Pitchford to go into closed session pursuant to GS 143-318.11(a)(6) to interview candidates for employment and discuss personnel. Motion voted and carried.

Commissioner Barcelo made a motion; seconded by Commissioner Knight to come out of closed session. Motion voted and carried unanimously. Board came out of closed session at 7:00 p.m.

Mayor Scott reconvened the meeting at 7:08 p.m. He led everyone in the pledge of allegiance and followed with the invocation. Commissioner Knight made a motion; seconded by Commissioner Barcelo to approve the agenda. Motion voted and carried unanimously.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the minutes of meetings held February, 2020. Motion voted and carried unanimously.

Commissioner Moseley made a motion; seconded by Commissioner Pitchford to approve the payment of bills for February, 2020, as presented. Motion voted and carried unanimously. A copy of the bills is hereby incorporated into the minutes.

Planning Board – Larry Newell Subdivision - Planning Board Chairman Clyde Johnston explained the planning board had met to consider Larry Newell's subdivision application. They had recommended approval to the town board of commissioners. However, there were some questions about the application and after speaking with the town's attorney, Kris Gardner, Mr. Gardner recommended the application be tabled until the planning board was able to look over the town's Subdivision Regulations. Commissioner Barcelo made a motion; seconded by Commissioner Knight to table Larry Newell's Subdivision as presented. Motion voted and carried.

CloudWyze - Mayor Scott informed the commissioners he had spoken with Mr. Utesch and he was unable to attend tonight, due to a previous commitment. Mr. Utesch was tentatively placed on the agenda for March 24th. Mayor Scott stated the town attorney was looking over the contract with CloudWyze for the town.

Citizen questionnaire - Commissioner Barcelo explained he had found a questionnaire on line that could be used if it was cleaned up. Mayor Scott agreed and said it was not complicated. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to use the presented questionnaire and make revisions to reflect the town of Littleton. Motion voted and carried unanimously.

USDA – RCHA grant - The town clerk said she had put this item on the agenda to make sure the town and Roanoke Chowan Housing Authority started communication in regard to the grant for the Rolling Hills apartments. Mayor Scott stated he had that on the agenda for the roundtable March 24th.

Yard Sale Permit -COP – The clerk submitted a yard sale permit for the COP for Saturday, April 4th. She said it would be a community yard sale because the COP is inviting the GLDP and any other interested citizens in Littleton as well. No further action was necessary.

2020-21 Budget – Mayor Scott asked everyone to work on wish lists. Commissioner Pitchford and Commissioner Barcelo turned in their wish list to the clerk. Mayor Scott said at the Roundtable Session March 24th the board needs to come up with a budget calendar. He also said department budgets needed to be turned in to Commissioner Moseley on March 24th.

Citizen Concerns and Comments – Buddy Isles, GLDP – Mr. Isles reminded the commissioners the First Fridays were booked and ready to go from the first Friday in April through October. Mr. Isles also asked if the board would approve allowing vendors to come in at 11 a.m. on Friday and sell food all day and not just at the First Friday event which starts at 6. Mr. Isles asked the town for \$5000 to use for projects the GLDP is doing such as cleaning up the railroad bed. He asked to be included in the town's budget each year.

Mr. Isles also asked about sidewalks, curbing, and guttering, at Affinity House. He was inquiring whether anyone had contacted the DOT. Commissioner Barcelo stated he had been in contact with DOT and money

was not available at this time. Commissioner Barcelo also said nothing could be done until the project was completed.

Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to allow vendors for First Fridays to come in at 11:00 a.m. and sell food all day. Motion voted and carried unanimously.

Tony Zito- GLDP – Mr. Zito introduced himself to the commissioners. He stated he was the newly elected VP of the GLDP. He informed the board he would like to work with the commissioners to make Littleton better. He would be available to help with anything as long as he was asked. He also stated he hoped to be able to take Mr. Isles place and come each month to inform the commissioners about what the GLDP is doing. Mr. Zito also spoke about the economic development plan presented by Ms. Hilary Greenberg. He stated the GLDP is excited and wants to be doing all they can to complete the recommendations presented in the report. He said the report stated the GLDP and the town needed to work together and he will do everything possible to help that work.

Lisa Bolton- GLDP – Ms. Bolton presented the GLDP Beautification Project Proposal to the commissioners. She explained the Beautification Committee would like approval for clean up dates in the town and for Phase 1 which includes pruning crepe myrtles, planting azaleas adding five new crepe myrtles by the hardware store, mulching the “grassy” sections, and building a pergola over the benches in front of the hardware store. After her presentation Commissioner Knight made a motion; seconded by Commissioner Barcelo to approve March 21, June 20, and September 19 as GLDP clean up days in the town of Littleton. Motion voted and carried unanimously.

Commissioner Moseley made a motion; seconded by Commissioner Knight to approve Phase 1 on the Beautification Committee Project Proposal which would be funded by the GLDP. Motion voted and carried unanimously. A copy of the GLDP Beautification Project Proposal is hereby incorporated into the minutes.

Unity of the Carolinas – Betty Willis - Ms. Willis was unable to attend. The clerk presented a copy of a document Ms. Willis had made in regard to a price increase Unity of the Carolinas was proposing for recycling. The recycling price would increase and what could be recycled would decrease. Ms. Willis was asking the board to decide if they would like to continue to have recycling in town or would they consider using a convenience site instead. After some discussion the commissioners felt there was not enough information to make a decision.

Jimmy Clark – Mr. Clark came on behalf of his company Clark Advertising. He told the commissioners he had noticed the town’s water and sewer department had obtained signs for the truck. He was asking the commissioners to please at least ask his company for a quote before obtaining any type of signage. Commissioner Gould-Faison apologized for getting the signs for the water/sewer department truck. She stated she was unaware Mr. Clark’s company did that type of work. She had assumed they only did bill-boards. She said she would definitely give him a chance to give a quote on any work she needed done.

Commissioners Reports – Streets -Commissioner Barcelo said his department was busy trimming crepe myrtles on 158, helping citizens remove unwanted debris, and working on the budget. He mentioned he had a tractor/backhoe on his wish list which would help with grating and road repairs. He commended his employees for doing a great job keeping the streets clean.

Cemetery – Commissioner Knight informed the commissioner Ben’s Creek Nursery would start working cleaning up the cemetery soon. She also said the grass would be cut before Easter.

Water and Sewer – Commissioner Gould-Faison said the department had been busy fixing leaks. She told everyone the water line had been moved at Affinity House, and the project could move forward. She said the Water and Sewer Task Group meeting scheduled for Thursday, March 12th was being rescheduled to a later date. She is busy contacting everyone who has signed up to attend.

Police Department – Commissioner Pitchford read her police report. A copy of the report is hereby incorporated into the minutes.

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

Citizen's comments on commissioner reports - Buddy Isles asked Commissioner Gould-Faison about a water and sewer report. Commissioner Gould-Faison said she had not been given a report for the month and would try to make sure she had one for next month. She said the town's systems are old and the town is trying to do the best it can with what it has.

Ms. Heidi Hogan said she had been involved with helping put mulch around the crepe myrtles in years past, and it was hard to keep grass and weeds from taking over. She stated mulch was expensive and maybe only putting mulch on a small area to see if the grass and weeds could be kept out before doing the whole project.

Mayor's remarks - Mayor Scott reminded the commissioner budget preparation was coming. He also gave a shout out to the GLDP. He told the GLDP members present he was excited to make things happen with them. He told the group to come, talk, and ask, and the town would do what it could to help.

Mayor Scott mentioned Evelyn Melton's mother had passed away. He asked everyone to let her know how much she is appreciated and give her a hug when they see her.

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

Ellen M. Eller, Town Clerk