

Town of Littleton  
112 East South Main Street

**AGENDA**

**March 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 March 22, 2021
4. Planning Board appointment and Resolution
5. Town Contracts for Library
6. Sewer rates proposal
7. Event Permit Fees
8. Event Permit – NC Baptist on Mission, Lake Gaston Baptist – April 17
9. Council on Aging use of parking lot
10. Ordinance for July 4<sup>th</sup> parade
11. Bike and Pedestrian Parkway Grant
12. NC Dot sidewalk funding
13. Department budgets and work dates
14. Public Surplus
15. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular Round Table Session Monday, March 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 several 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 Skilton made a motion; seconded by Commissioner Barcelo to approve the agenda. Motion voted and carried.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to pay the bills for March 22, 2021, as presented. Motion voted and carried. A copy of the bills is hereby incorporated into the minutes.

**Planning Board appointment and Resolution** - Heidi Hogan was the only applicant for the Planning Board appointment. Mayor Scott gave information about Mrs. Hogan and stated she met the qualifications for the appointment. Commissioner Skilton made a motion; seconded by Commissioner Gould-Faison to appoint Heidi Hogan to the Planning Board and approve Resolution R-21-001. Motion voted and carried.

**Town Contracts for Library** - Mayor Scott turned the meeting over to County Library Director, Brenda Faithful. Ms. Faithful read supporting information about the Halifax County Library system. She stated the commissioners have a copy of a resolution and interlocal agreement between the county and the town. She said the County Board of Commissioners had signed off on the resolution. The county was wanting the town

board to review the agreement and make sure there aren't any changes or modifications they wished to make.

Mrs. Faithful said the new agreement is very similar to the original contract that was entered into 20 years ago. She said the additions to the new contract were in the Board of Trustees and liability insurance. Instead of having a separate board of Trustees, a member of the Littleton Friends of the Library is the town's representative to the county Board of Trustees. She also said the county had added liability requirements to the contract. Commissioner Moseley asked if there were any changes in the funding provisions from the town. Ms. Faithful said no, the town is required to pay for the utilities and maintenance and repair of the building and the county pays for staffing, IT support, and materials in the library. Commissioner Gould-Faison asked who represented Littleton to the county Board of Trustees. She was informed Evelyn Melton is the town's representative.

Commissioner Skilton made a motion; seconded by Commissioner Barcelo to approve and adopt the resolution authorizing an interlocal agreement between Halifax County and the Town of Littleton for the provision of Library Services as presented. Motion voted and carried.

**Sewer Rate Proposal** - Mayor Scott turned the meeting over to Commissioner Gould-Faison. She reminded the board there was a meeting on March 8<sup>th</sup> in regard to increasing sewer rates. However, at the meeting no rate increase was given. She said in order to get the WWTP grant, the town needs to raise their sewer rates. The town needs to be able to maintain the plant after repairs are made to be eligible for the grant. The water rates will not increase. The rates that are being looked at will be effective on the April billing.

Commissioner Skilton said the rates as presented really aren't high enough. He said by looking at the audit for the past year, the water/sewer department was not self-sustainable. The expenses were more than the revenues. He said the rate increase will solve the issue of meeting expenses, but not for maintenance of the plant.

Commissioner Moseley asked if the town was meeting their water expenses. He wondered if there was any way the water rates could be shifted over to the sewer. Commissioner Skilton said no, if you did that you would have to raise the sewer rates even more to keep the income for water and sewer revenue at the present level. He said the town needs to make sure it's making money on buying the water, but the sewer is where the money needs to be made. There was some discussion about different businesses coming to town which would increase water/sewer income and would that be enough income or did the rates need to be increased more than is being presented. Commissioner Gould-Faison said for right now the proposed rates would be enough. She said there are several distressed municipalities in the state who are going through the same issues as Littleton. She said those communities had to raise their rates.

Commissioner Moseley was concerned that the water rates were being increased as well. He used the 6500 gallons water usage and the proposed rates of 6000 gallons was the same. Commissioner Skilton explained how the rates worked. He also mentioned he felt inflation would be occurring in the next few months. He said it would be wise to look at the rates each year and make adjustments yearly. Commissioner Gould-Faison said it is suggested to look at rates yearly because inflation does cause cost increases. Commissioner Barcelo said he was concerned and wanted to make sure the town's increase was enough to cover what is necessary.

Commissioner Skilton made a motion; seconded by Commissioner Barcelo to adopt the new sewer rates as presented effective the April, 2021 billing cycle. Motion carried. A copy of the proposed rates is attached to these minutes. The rates will be seen on the bills that will arrive and be due in May, 2021.

**Event Permit Fees** - Mayor Scott said different groups are starting to hold events again, for example the GLDP and Lake Gaston Baptist Church. He asked the commissioners if they would like to continue with no fees for events until January, 2022, and then reevaluate then or start charging fees for events at this time. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to waive all fees for the parking lot through December 31, 2021, as long as the events follow covid protocols as mandated at the time of the event. Motion voted and carried.

**Event Permit** - Lake Gaston Baptist Church is sponsoring a Health Screening Bus April 17, 2021, through NC Baptist on Mission. They will be conducting screenings for heart, diabetes, high blood pressure and other health issues. The screenings will be free, and people will be given information for follow up. The event will be first come first serve. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to approve the Lake Gaston Baptist Church sponsoring of the North Carolina Baptist on Mission Health Screening Bus for April 17, 2021, in the town parking lot, following health guidelines. Motion voted and carried.

**Council on Aging use of parking lot** - Mayor Scott stated the town had a call from the Council of Aging in regard to wanting to use the town's parking lot several times a month. They would use a refrigerated truck and take the food off the truck and place into the trunk of the person's car. It would be strictly drive thru. They would like to start in mid-April and go through September from 2-3 p.m. on Wednesdays. There was a consensus among the board to approve the use of the parking lot pending a formal application being presented at the April 12<sup>th</sup> meeting.

**Ordinance for July 4<sup>th</sup> parade** - Mayor Scott said he had not heard if the parade was still a go. Commissioner Moseley said the route description needed to be amended to say the parade ends at Isles Building and get Mr. Isles permission. It was decided to table the approval until the April 12<sup>th</sup> meeting to make sure the parade would be held and the correction on the ordinance was taken care of.

**Bike and Pedestrian Parkway Grant** – Mayor Scott turned the meeting over to Commissioner Skilton. Commissioner Skilton said he read through the grant. He said the grant was to create a plan. It doesn't create the bike and pedestrian parkway itself. The town is paying a consultant to create a plan. Commissioner Skilton said it may require additional expenditures from the town after the plan is developed. Commissioner Skilton said the plan would require several meetings and he would not be able to attend each meeting and would need someone else to be available.

Commissioner Skilton said the parkway links the pocket park, Lakeland, and other cultural areas of Littleton together. Mayor Scott said he thought Sylvia Alston had a plan in place when she had done the pocket park. After some discussion it was decided to table this until further information was available.

**NC DOT sidewalk funding** – Mayor Scott turned the meeting over to Commissioner Barcelo. He said the sidewalk funding was for handicap ramps in various areas of town on state roads. He stated the funding will be up to 20% match. He said we needed to respond to DOT that we are interested. No action was necessary.

**Department budgets and work dates** – Mayor Scott asked the department heads to submit wish lists and budgets by the April 12<sup>th</sup> meeting. At the April 26<sup>th</sup> meeting work dates can be set to move forward with creating the 2021-22 budget.

**Public Surplus** - Mayor Scott stated the town clerk had attended a virtual meeting in regard to municipality property surplus. The company, Public Surplus, has the town create an account on-line. All fees are paid by the buyer. The town would upload pictures and information. Interested parties would bid on the item(s).

The highest bidder would pay a 10% buyer's fee, which is how the company makes their money. The clerk said the town doesn't have anything at this time to surplus, but would like this information in the minutes to refer back to when necessary. Commissioner Skilton stated he felt small stuff could be sold this way, but suggested continuing to sell larger items like the town has been doing. Commissioner Johnston mentioned it might be a good idea to look at the website to see what other municipalities are selling.

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

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Ellen M. Eller, Town Clerk