

*Town Hall*  
*112 East South Main Street*  
**March 7, 2019**

**MONTHLY BOARD MEETING**

1. Call meeting to order 6:30 p.m.
2. Pledge of Allegiance followed by Invocation
3. Motion to approve the Agenda
4. Consider approval of minutes of meeting(s) held February, 2019
5. Approval for payment of bills for February, 2019
6. Motion to appoint a Deputy Finance Officer
7. Al Cooke, Jr. Variance
8. USDA Grant for Police Department
9. Open Commissioner Position
10. Records Retention and Disposition Schedule Approval
11. Festival Policy
  - a. Wylene Johnson – American Legion Post 425 May 4, 2019
  - b. David Faulconer – Walnut Grove Church May 4, 2019
  - c. Ophelia Gould Faison – Sabina Gould Day Saturday, June 15, 2019
  - d. GLDP – multiple Friday nights from April through December
12. Citizen Concerns and Comments
  - a. Bob Eller – water tap
  - b. Buddy isles Sr. – GLDP
13. Commissioner Reports on activities for February, 2019
14. Citizen’s Comments on Commissioner Reports – comments/questions limited to 2 minutes
15. Mayor’s remarks
16. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Thursday, March 7, 2019,** at 6:30 pm at the Littleton Town Hall. Present were Commissioners Stephen Barcelo, Bonita Knight, Gerleen Pitchford, Don Spragins, and 15 members of the public. Mayor K. Owen Scott presided over the meeting.

Mayor Scott called the meeting to order at 6:30 pm. The meeting opened with the Pledge of Allegiance. Mayor Scott followed with the invocation.

Commissioner Knight made the motion; seconded by Commissioner Pitchford to approve the agenda. The motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the minutes for the month of February with a correction on February 21<sup>st</sup> minutes to remove Commissioner Don Spragins from attendance. The motion voted and carried unanimously.

Commissioner Spragins presented the bills. Commissioner Pitchford made the motion to pay bills as presented for February, 2019; seconded by Commissioner Barcelo. The motion voted and carried unanimously. A copy of the bills is hereby incorporated into the minutes.

**Motion to approve Deputy Finance Officer** - Commissioner Spragins shared with the Board he had found out from the State the town needs a Deputy Finance Officer to sign checks in the event something happens to the Finance Officer. Commissioner Spragins made a motion; seconded by Commissioner Pitchford to appoint Holly Barcelo Deputy Finance Officer. Motion voted and carried unanimously.

**Al Cooke, Jr. Variance** - Planning Board member Clyde Johnston presented to the Board the proposed variance for Al Cooke, Jr. He informed the Board Mr. Cooke was subdividing the lot of his father and one lot was too small and did not meet the minimum size requirement. The Planning Board recommended Mr. Cooke's variance be approved. After viewing the specifications, Commissioner Knight made a motion; seconded by Commissioner Barcelo to approve Mr. Al Cooke's variance as presented. The motion voted and carried unanimously. A copy of the Planning Board recommendation is hereby incorporated into the minutes.

**USDA Grant for Police Department** – Commissioner Pitchford informed the Board the grant the town received for the Police Department renovations had town attorney Kris Gardner as the Legal Service Representative. However, Mr. Gardner is not licensed to handle real estate transactions. In order move forward with the grant the town needed to change their attorney for the grant. Commissioner Pitchford made a motion; seconded by Commissioner Knight to remove Mr. Kris Gardner from the Police Department Renovations Legal Service Agreement and replace him with Mr. Tom Wellman who handles the town's real estate transactions. The motion voted and carried unanimously.

**Open Commissioner Position** – Mayor Scott informed the Board the town had received two applications for the commissioner seat vacated by Clara Debham. After some discussion about whether the names could be made public knowledge it was decided to set a deadline for applications to be taken. After that deadline, names could be released. It was also determined no action could be taken at the Work Session to be held March 21, 2019, but the Board could discuss the next steps in the process. Commissioner Pitchford made the motion; seconded by Commissioner Knight to set the deadline for applying for the open commissioner seat for Thursday, March 21, 2019. The motion voted and carried unanimously.

**Records Retention and Disposition Schedule Approval** – The Town Clerk submitted a retention schedule from the state to dispose of financial and other documents and records held by the town. She explained to the Board before any disposal of records could take place the Board had to adopt the State's Records Retention and Disposition Schedule in order for the disposal to be done in a legally correct manner. She informed the Board once the schedule was approved she would come back with a list of records to be disposed of by date. The Board would then have to approve their disposal. Commissioner Pitchford made the motion; seconded by Commissioner Knight to accept the State of NC Records Retention and Disposition Schedule. The motion voted and carried unanimously. A copy of the schedule is hereby incorporated into the minutes.

**Festival Policy** – Commissioner Pitchford made a motion; seconded by Commissioner Barcelo to table the Festival Policy until the next meeting on March 21, 2019. The motion voted and carried unanimously. There was some discussion among the Board about some new information they had just received which would be beneficial to the policy. Commissioner Barcelo also mentioned the Board needed to move forward with approving the different groups who would like to use the parking lot for events. Commissioner Pitchford made the motion; seconded by Commissioner Knight to grant permission to use the parking lot to Wylene Johnson, David Faulconer, Ophelia Gould Faison, and the GLDP for the dates they had requested. The motion was voted and carried unanimously.

**Citizen Concerns and Comments – Bob Eller Tap Fee** - Mr. Eller informed the Board he had recently purchased a home and wanted to change the water line to the house. When checking in to doing this, he found his water meter was not on his property. As a result he was requesting the Board waive the \$1500 tap fee. There was some discussion among the Board and Water/Sewer Superintendent Keith Hamm about the property and the water meter. It was noted that the current water line goes under a permanent cement floored building on the adjoining property owner's property. Mr. Hamm informed the Board there was money appropriated several years ago to move the meters to where they should've been. Commissioner Spragins asked if there was any

documentation for the appropriation. Mr. Hamm said it was listed in the work that should've been done in the grant money. Mayor Scott then informed Mr. Eller the Board would look into his request and would bring it up at the next work session.

**Mr. Buddy Isles, Sr. GLDP** – Mr. Isles informed the Board no new events had been scheduled other than the Live After Five Dates. He stated once the weather clears up he was going to place gravel at the Pocket Park for parking. He also mentioned they would be putting greenery at the park as well. He mentioned that the entire month of March will be Littleton Clean Up Month. He was asking anyone who was willing to help, to meet at the parking lot each Saturday in March at 8:00 a.m. as weather permits. He was also asking homeowners to clean up their properties during the month as well. He had already spoken with Commissioner Barcelo and asked him to create a list of areas that need attention. Commissioner Pitchford also mentioned that even if you were not able to get out and help with the clean up itself, you could still help by providing trash bags, food, water, weed eater string, gas for the equipment used, gloves, and snacks for those who were able to work. Mr. Hamm also asked Mr. Isles to think about helping elderly who might have old, nonworking appliances as well as limbs and brush they were not able to move. Mr. Isles mentioned what a wonderful worker Mr. Jesse Lett has been in helping keep the town clean with his weed eater. Mr. Isles suggested if anyone was interested in helping to call him at his shop.

**Commissioner Reports for February, 2019 - Street Department Report** – Commissioner Barcelo informed the Board the Street Department has been picking up leaves nonstop. He also mentioned fixing pot holes as soon as the weather dries up. He mentioned several areas are underwater due to the great amount of rain. He reported some vandalism at the Park and the model of the Person's Ordinary that his crew was repairing. He also mentioned giving Mr. Isles a list of places to help with brush in the town.

**Water/Sewer Report** – Commissioner Barcelo informed the Board there had been no sewer overflows or violations. He also reported the total amount of water purchased, sold, usage, and the difference between the days reported by both the county and the town. The monthly report is hereby incorporated into the minutes.

**Cemetery Report** – Commissioner Knight stated she had nothing new to report at this time.

**Police Department Report** – Commissioner Pitchford gave her Number of Calls Report for the month. The report is hereby incorporated into the minutes. She noted that she didn't have a correct count on business checks because the Police Department had run out of forms but checks by officers were being done. Commissioner Pitchford also informed the Board Spartan Elite in Roanoke Rapids had reached out to the police officers in Littleton and given them a free membership for at least a year. She also reported that the maps for the easements for the Police Department has gotten to the attorney's office today.

**Finance Department Report** – Commissioner Spragins gave his Finance Report for the month. He informed the Board in the General Fund the town had collected 56% of the funds budgeted for the year and expended 48% of the budget. In the Water/Sewer account the town has collected 60% of the funds and expended 58% of the budget. The report is hereby incorporated into the minutes.

**Citizens Comments on Commissioner Reports** – Mr. Isles asked if the abandoned houses is still on track. Commissioner Pitchford answered they were. Mr. Buzzy Parker asked Mr. Isles if people in town who could not mow or take care of their yard would be taken care of them. Mr. Isles answered he would mow anyone he could, but if the homeowner wouldn't give permission there was nothing he could do.

Mrs. Helena Coley was concerned about Ferguson Street. She mentioned trailers which were abandoned and one in particular looked like someone might be living there. She also mentioned there aren't any ditches and when it rains it runs across yards. Commissioner Pitchford let Mrs. Coley know she totally understood and was aware of all the issues on Ferguson Street. She informed Mrs. Coley that it would be a slow process to correct the abandoned buildings on Ferguson, but it was being addressed.

Mr. Clyde Johnston spoke giving Commissioner Pitchford some information about Piggly Wiggly hosting lunch for First Responders around the state. He told her Piggly Wiggly had approached him about hosting the luncheon at the Fire Station on June 12<sup>th</sup>. This luncheon would include all First Responders within a 15 mile radius of the Fire Station.

**Mayor's Remarks** - Mayor Scott reminded everyone that starting in April the town board meetings will be changing to the second and fourth Tuesday of the month. He also wanted to make everyone aware Cul Priest Jones was back in the area.

Mayor Scott then read a letter from the Director of NC Main Street and Rural Planning Center, Elizabeth Parham, informing the town of Littleton they have been selected to receive services through the Downtown Strong Initiative.

Commissioner Pitchford made a motion; seconded by Commissioner to adjourn. Motion voted and carried unanimously.

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Ellen M. Eller  
Town Clerk