

Town of Littleton
112 East South Main Street

AGENDA

May 10, 2021

6:00 p.m.

Regular Monthly Board Meeting
Held at Town Hall and Remotely through Zoom

1. Call meeting to order 6:00 p.m.
2. Pledge of Allegiance followed by Invocation
3. Motion to approve the Agenda
4. Consider approval of minutes of meetings held April, 2021
5. Approval for payment of bills for April, 2021
6. Planning Board Update on Land Use Ordinance
7. Brownfield Grant Community Out Reach
8. HCIA Meeting attendees
9. Halifax County 911 agreement
10. No Parking Signs for Council on Aging Events
11. Citizen's Concern and Comments
 - a. GLDP – Lori Zito
 - b. Event Permit RV Veteran's Museum and Proclamation – Retired Brig Gen US Air Force David L. Johnson
 - c. Albert Patierno
 - d. American Legion Spaghetti Sauce Sale – May 21, Ron Girdley
12. Commissioner Reports on activities in April, 2021
13. Citizen's Comments on Commissioner Reports – comments/questions limited to two minutes
14. Mayor's Remarks
15. Budget work session
16. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Monday, May 10, 2021, at 6:00 p.m. at Town Hall and remotely through Zoom. Present were Commissioners Stephen Barcelo, Ophelia Gould-Faison, Lynn Moseley, Jim Skilton, Clyde Johnston, and several members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the meeting to order at 6:05 p.m. He led the meeting with the Pledge of Allegiance and then gave an invocation.

Mayor Scott said he would like to add the American Legion Spaghetti Sauce Sale to the agenda under Citizen's Concerns and Comments. Commissioner Barcelo made a motion; seconded by Commissioner Moseley to approve the agenda with an amendment to include the American Legion Spaghetti Sauce Sale as item D under Citizen's Concern and Comment. Motion voted and carried.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the minutes for the month of April, 2021 as presented. Motion voted and carried.

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

Water/Sewer Ordinance 2021-005 – Mayor Scott stated the ordinance is for the sewer rate increase the board adopted at the last meeting. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approved Ordinance 2021-005, Amendment to Ordinances to modify water and sewer rates. Motion voted and carried. A copy is hereby incorporated into the minutes.

Planning Board update on Land Use Ordinance – Mayor Scott asked for Commissioner Johnston to give an update in the absence of Commissioner Skilton. Commissioner Johnston informed the board the Planning Board had met and looked at a number of things the town attorney had highlighted to be included or excluded in the Land Use Ordinance which is has to be approved by July 1, 2021. He stated a Public Hearing has been set up for May 24th in order to have public input on the Land Use Ordinance before it's adopted by the board. Mayor Scott said he would come back for any input Commissioner Skilton might have once he arrived.

Brownfield Grant Community Out Reach – Mayor Scott said the M & M Grill had been demolished and the underground tanks have been taken out of the ground. Mid-Atlantic Associates, Inc. has completed the work and was interested in having an informal “community celebration” to toast the building and tanks being removed. It was a consensus of the board to do so. Mayor Scott will contact Reina Clark about the celebration.

HCIA Meeting attendees – Mayor Scott stated the HCIA meetings will resume and the town needs some representatives from the town to attend. Mayor asked who else would like to attend the meeting beside himself. Commissioner Gould-Faison volunteered to attend. Commissioner Moseley said he might be able to attend. The meetings are held bi-monthly on the fourth Wednesday at 6:30 p.m. Mayor Scott mentioned Littleton will be hosting the meeting soon and suggested using Littleton Food and Spirits as a meeting place and caterer.

Halifax County 911 agreement – Police Chief Trivette said not to do anything with the agreement there is a meeting tomorrow night to talk about the agreement. There was concern about the agreement and the changes the county was asking the town to sign. Chief Trivette said other municipalities in the county are concerned about the agreement as well. No action was necessary at this time.

No Parking Signs for Council on Aging Events – Chief Trivette said the Council on Aging Event is during the day and there were issues with people parking and causing traffic issues in the parking lot and street. He said the town needs some way to make people aware of when they could not park at the town parking lot. Some discussion was held on how to take care of the issue. Chief Trivette mentioned getting DOT signage. It was decided to have Chief Trivette check into getting pricing on signage.

Mayor Scott went back to the Land Use Ordinance update because Commissioner Skilton had joined the meeting. He asked if Commissioner Skilton had anything to add. Commissioner Skilton said the Planning Board members had voted on individual parts to the ordinance and the vote was unanimous on each part the board decided to keep or remove from the ordinance.

Citizen's Concern and Comments – GLDP- Lori Zito – Ms. Zito was unavailable. Mayor Scott mentioned how great the First Friday event was last week. He said it was wonderful to see life coming back again.

RV Veterans Museum and Proclamation – Retired Brig General US Air Force David L. Johnson – Mr. Johnson explained how the Veterans Museum came to the Roanoke Valley. Since the mall is not opened in Roanoke Rapids anymore the museum is moving to Littleton. He stated he had approached the Fitts Foundation about their help and had negotiated moving to 102 E South Main St. Francis Gary Powers, Jr. will be the grand marshal for the July 4th parade and will give a keynote address and cut the ribbon to the museum. Mr. Johnson said he was working with all the American Legions and VFWs in the Roanoke Valley. He also drafted a proclamation for the board's approval. It was decided to not have garage sales at the parking lot July 3rd. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to approve the RV Veterans Museum event permit and proclamation. Motion voted and carried. Mayor Scott read the proclamation. A copy is hereby incorporated into the minutes. Mr. Johnson said he hoped to have the museum open Friday, Saturday, and Sunday afternoon.

Albert Patierno – Sewer rates – Mr. Patierno was concerned with his water/sewer bill. He is paying considerably more for his sewer. He stated he was not aware there was going to be an increase. He stated he didn't use a lot of water. He was objecting to the rate increase. Mayor Scott apologized for Mr. Patierno not getting notification of the rate increase. He said information had been posted at town hall, the post office, Facebook and the town's website. Mayor Scott also informed Mr. Patierno that the town had held a public hearing in March at Littleton Food and Spirits.

Commissioner Gould-Faison explained the need to raise rates to make the WWTP compliant with the state, and to not violate state guidelines. Mayor Scott and Commissioner Gould-Faison told Mr. Patierno they would be open to any new ideas and ways to increase revenue to help take care of the WWTP. They both thanked Mr. Patierno for coming and expressing his concerns.

American Legion Spaghetti Sauce Sale – Ron Girdley – Mr. Girdley presented his event form requesting to have another drive through spaghetti sauce sale May 21 from noon to 5 p.m. The rain date would be May 22. Commissioner Gould-Faison made a motion; seconded by Commissioner Skilton to approve the American Legion's event permit as presented. Motion voted and carried. Mr. Girdley also mentioned the American Legion would be having their Memorial Day Remembrance at the flagpole May 31. He wanted to make sure everyone was aware and could come out and attend. The event will be at 2:00 p.m.

Commissioner's Reports on activities in April, 2021 – Streets – Commissioner Barcelo said he was down an employee and would need to hire someone as soon as possible. He also mentioned the cemetery needs garbage cans for trash and old flowers. He also said the dump is full and he has not had any luck with chipping the limbs/sticks. Commissioner Barcelo mentioned he was going to contact Commissioner Johnston about burning the sticks/limbs and make sure it was ok to do so.

Water/Sewer – Commissioner Gould-Faison said the town had conducted a smoke test May 5th and it would be completed either May 25th or 26th. The testing discovered there was no big infiltration issues, but there are 33 uncovered clean outs. She also stated there was one sewer repair and 2 water repairs during the month. Commissioner Gould-Faison also said the town would like to order 25 water meters. She also stated all lab tests were in compliance and all the pump stations are functioning and online. An NSI compliance test to test the PH was conducted. RRSO is still helping the town but not coming as often.

Cemetery/Park- Commissioner Skilton said he had left a message with Bryan Lopez in regard to the Bike and Pedestrian Parkway and had not heard from him. He said he left a voicemail message and let him know the town would like the railroad bed to be a part of the project. Commissioner Skilton said the cemetery needs to purchase lawn care equipment and he would be getting with Commissioner Barcelo about that. Commissioner Barcelo said the town needs to put Round Up around the head stones so weed eating would be less. He also said the teeter totter at the park had been repaired and is back up.

Police Department – Commissioner Moseley read the police report. A copy is hereby incorporated into the minutes. He also presented an application from Stephen Whitefield to be a part time police officer. Commissioner Moseley made a motion; seconded by Commissioner Barcelo to hire Stephen Whitefield as part time police officer pending approval of background check. Motion voted and carried. Commissioner Moseley also stated the department was always looking for part time officers and to please send anyone interested their way.

Finance – Commissioner Johnston read the Finance Report. A copy is hereby incorporated into the minutes.

Citizens' concerns and comments on Commissioner's reports – There were no comments.

Mayor's remarks – Mayor Scott said he was excited to see things opening up and to see people out and about.

Budget work session – The town clerk said the water and sewer budget is balanced. The General Fund is not balanced. She said taking out the Cemetery the amount of budgeted expenditures would be \$608,009, and revenues were projected at \$531,581. So we need to find approximately \$70,000 in decreases. She mentioned the attorney fees for the coming year are \$32,000 which is up due to the needing outside help with the Minit Chek.

She explained that she and Commissioner Johnston had figured out the percentage of this year's budget each department had be allotted and then figured what the amount of the \$531,581 each department would get for the coming year. That way each department was getting the same percentage of the budget as they did last year, even though it would be a smaller amount. The town clerk also said the library's budget had increased to over \$12,000 due to the increase in the telephone/internet services for the coming year. She suggested the town keep the same budgeted amount as last year and not increase their budget since the contract the town had signed with them said their budgeted amount could not be decreased. Commissioner Skilton mentioned taking away his \$1500 for capital improvements on the playground equipment. However, his budget is smaller than last year and would not be an issue.

The town clerk also mentioned something that might help is the American Rescue Plan that Commissioner Gould-Faison had spoken previously about. The town should get around \$170,000 from the federal government. Half of the \$170,000 should be given to the town before June 30, 2021. The other half will be disbursed in the fiscal year 2021-22. However, there will be stipulations on what the money can be used for. The clerk and Commissioner Johnston are going to a webinar tomorrow that should help clarify what the funds can be used for. Commissioner Skilton said since the town would be receiving those funds it might be better to wait and see if the funds would help with the deficit in the General Fund budget for next year. Commissioner Barcelo also mentioned Mr. Ed Fitts had mentioned being willing to pay for legal fees previously and he would check with Mr. Woodhouse and see if that was still an option.

It was decided to have each department go through and see how much they can cut of their budget. The board will then meet next Tuesday, May 18th at 6:00 p.m. to work on the budget. Commissioner Gould-Faison mentioned maybe it would be a good idea to ask the county for help. It was noted the town has never asked the county for anything.

Commissioner Barcelo made a motion; seconded by Commissioner Moseley to adjourn. Motion voted and carried.

Ellen M. Eller, Town Clerk