

*Town Hall
112 East South Main Street*

AGENDA

May 14, 2019 6:30 p.m.

REGULAR 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 April, 2019
5. Approval for payment of bills for April, 2019
6. USDA payment and consider approval for funds transfer
7. Swearing in Commissioner Ophelia Gould-Faison by Halifax County Commissioner Carolyn Johnson
8. Application for Local Capacity Grant Award
9. Festival Policy
10. Approval for Parking Lot use
 - a. Lake Gaston Baptist Church – June 9, 23 and July 7, 21
 - b. Valley Community Church – June 28
 - c. American Legion Post 425 – X Factor – October 5
11. Park Signage and proposed rules
12. Desk in outer office – Keith Hamm
13. Citizen Concerns and Comments
 - a. Sylvia Alston – Pocket Park
 - b. Buddy Isles Sr. – GLDP
14. Commissioner Reports on activities for April, 2019
15. Citizen's Comments on Commissioner Reports – comments/questions limited to 2 minutes
16. Mayor's remarks
17. Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(3) to consult with the town attorney about the Town of Littleton v Layne Heavy Civil, et.al. Halifax County Number 16-CVS-30
18. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, May 14, 2019, 6:30 pm at the Littleton Town Hall. Present were Commissioners Stephen Barcelo, Bonita Knight, Gerleen Pitchford, Don Spragins and 41 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 Barcelo to approve the agenda with correction of October 5 date for American legion Post 425 Approval for Parking Lot use. The motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the minutes for the month of April. The motion voted and carried unanimously.

Some discussion was held on traffic cones and cone bar for the Police Department and Street Department. It was decided to table this issue until the work session. Commissioner Pitchford made the motion to pay bills as presented for April, 2019; seconded by Commissioner Spragins. The motion voted and carried unanimously. A copy of the bills is hereby incorporated into the minutes.

USDA payment and consider approval for funds transfer – Commissioner Spragins made a motion; seconded by Commissioner Pitchford to move appropriate funds from savings to checking to cover the USDA Bond payment June 1, 2019.

Swearing in Commissioner Ophelia Gould-Faison by Halifax County Commissioner Carolyn Johnson – Newly appointed Commissioner Gould-Faison thanked the Board of Commissioners for having confidence in her and was looking forward to working with them and to bring new ideas to the community.

Application for Local Capacity Grant Award - The Town Clerk presented information about a Grant the town was made aware of through The NC Main Street and Rural Planning Center Department. The grant is a \$9900 grant that does not require any funds on the town's part. The grant will provide free services from Greenberg Development Services to help develop our downtown, both to keep businesses we have already and to help new businesses come to Littleton. Commissioner Pitchford made a motion; seconded by Commissioner Knight to submit the application for Local Capacity Grant Award. Motion voted and carried unanimously.

Festival Policy – Mayor Scott noted the baseline for electricity fee, porta johns, and deposits had not been decided upon yet. He felt since it would take some time to work through these parts of the policy it would be best to table working on the Festival Policy until the May 28th work session.

Approval for Parking Lot use – Lake Gaston Baptist Church – Mayor Scott read a letter from the church requesting use of parking lot for June 9, 23 and July 7, and 21. The Board requested the church send in an application. They could then talk about approval at the May 28th work session.

Valley Community Church – June 28 – Mayor Scott presented an application from the church. He informed the Board the church wanted to partner with local churches to bring a night of worship. It was decided to table approval until May 28th work session since the Board needs to finalize fees.

American Legion Post 425 – X Factor – October 5 – The American Legion had sent an email in regard to their kid's event. It was also brought up if they were going to use the Casa Mia parking lot too, the road needed to be blocked off for safety purposes. The Board requested they fill out an application. They could then talk about approval at the May 28th work session.

Park Signage and proposed rules - The clerk presented a list of possible rules for park signage. The Board had some questions about the signs and were unclear on the rules. It was decided to table this issue until the May 28th work session. Discussion was also held about the park and who was in charge of taking care of it and who would enforce any rules that were posted.

Desk in outer office – Keith Hamm – The clerk informed the Board that Keith Hamm was interested in buying the desk in the outer office area for his church. The desk was not put on the previous surplus property list. He had offered the town \$25. Town Attorney Kris Gardner read the information about surplus property and informed the board it was up to the Town Clerk to dispose of at her discretion. Commissioner Spragins made a motion; seconded by Commissioner Pitchford to surplus the desk in the common area to be sold by the clerk in any means she deemed necessary. Motion voted and carried unanimously.

Citizen Concerns and Comments – Sylvia Alston, Pocket Park- Mrs. Alston explained a sign had been put up in regard to the park being open from dawn to dusk and a sign in regard to age limit restrictions for playground equipment. Mrs. Alston informed there had been donations in the amount of \$4146 to the park. She stated that BB&T would be clearing the park of rocks and bricks and doing a horse shoe pit. BB&T also will putting in a

garden area and border and donating a dolphin ride. The Lake Gaston Garden Club has donated a Scarlet Fire Dogwood tree that will be placed. St. Alban's church donated money for a picnic table and trash can. She also mentioned Bobby Johnson has given a lot but she does not have an exact figure.

Mrs. Alston stated she was coming to the Board now to get permission to do the last large piece for the tot park area, children from six months to five years old. The area would include: a Tot Tree, Lil Dumpy Slide, and Rhapsody Outdoor Musical. All equipment needs to be commercial grade and meet ADA standards, as well as being in-ground mounted for safety purposes. Included in the grant with the equipment would be installation, plastic timber and ramp, rubber mulch, and freight. She said certified installers would be placing the equipment for safety and warranty reasons. Any funds left over would be used to seed or hopefully sod the area. She stated top soil would need to be added before that was done. Mrs. Alston also stated two additional benches were going to be provided by the Lake Gaston Garden Club. These benches would not have backs. Commissioner Knight made a motion; seconded by Commissioner Gould-Faison to authorize Sylvia Alston to put out a bid packet out for the tot park equipment. Motion voted and carried unanimously.

Mr. Buddy Isles, Sr. spoke on behalf of the GLDP. Before he spoke he brought a request from Tony Lindsey on behalf of his church in Norlina. He was asking if his church could have the bumper blocks, located behind MSAT Electronics, if the town did not want to use them. He stated that the group is going strong. He informed the Board a donation of \$2500 had been for the Steve Owens Band which will be performing Friday, May 24th.

He asked for the Board's approval for vendors to be able to come in and sell food during the First Friday events. He also let the Board know the GLDP has rented two Porta Johns and would love for the town to take over this responsibility. They are currently stored behind Buddy's shop. The Landscaping Committee is still working on greenery at the park. He mentioned eight people spent four hours on Ferguson last week and he had a trailer full. Mr. Isles also stated they GLDP is still working on fixing the parking at the park. He said once Al Cooke, Jr. moves back they would have help with digging out and placing 4" of crush and run there.

Mr. Isles asked that the Board allow food vendors for the Steve Owens weekend and the June 7th first Friday event. The vendors would be contained in the parking lot area. Commissioner Gould-Faison asked if there would be a rotating schedule for vendors. Mr. Isles stated it was on a first come, first serve basis. Mr. Isles said the GLDP would not have duplicated foods, and it would be first come, first served. Commissioner Spragins stated that food vendors were the responsibility of the GLDP not the town. He said until the Festival Policy was in place the town was not in a position to make any decisions.

There was discussion about the electricity and how to charge for it. The bumper blocks also were discussed and perhaps keeping some of them for the park. It was decided to wait until the park was completed to make a decision about the bumper blocks. Board consensus was made to take care of the electricity, porta johns, and vendors at the next work session, May 28th.

Commissioner Reports on activities in April, 2019 – Streets -Commissioner Barcelo thanked the GLDP for cleaning Ferguson Street. He asked people to continue to bag leaves and keep branches small. He stated mowing was in full force.

Water and Sewer – Commissioner Barcelo stated the department had been monitoring for leaks and checking meters and swapping out water meters if necessary.. He reported unaccounted water had decreased to 22,000 gallons. He also reported the total amount of water purchased for the month. As far as sewer there were no violations, inspections, or overflows. A copy of the report is hereby incorporated into the minutes.

Cemetery Report - Commissioner Knight thanked Buzzy Parker and Brad Clark for removal of flower arrangements. She asked family members to please remove old arrangements since we no longer had anyone who was able to do so for the town. She stated if they were not removed by family, she would be removing

them because they were fading, falling apart or seasonal. She also informed the community mowing had started and would be done every other week since the town does not have the funds to mow every week.

Police Department Report - Commissioner Pitchford presented the Number of Calls Reports. The Number of Calls Report is hereby incorporated into the minutes.

Finance Report –Commissioner Spragins presented his Finance Report. In the General Fund 67% of the revenues have been collected and 71% of the funds budgeted have been spent. In the Water/Sewer Fund 80% of the revenues have been collected and 74% of the funds budgeted have been spent. A copy of the Finance Report is hereby incorporated into the minutes.

Citizens Comments on Commissioner Reports – Mr. Buddy Isles, Sr. wanted to know when the Board would make a decision about vendors being allowed to sell during events at the Parking Lot. Mayor Scott informed him it would be put on the agenda for the May 28th work session.

Mayor's remarks- Mayor Scott once again welcomed Commissioner Gould-Faison to the Board and was excited to work with her.

Commissioner Pitchford made a motion; seconded by Commissioner Barcelo to go into Closed Session pursuant to NCGS 143-318.11(a)(3) to consult with the town attorney about the Town of Littleton v Layne Heavy Civil, et.al Halifax County Number 16-CVS-30. Motion voted and carried unanimously.

Commissioner Knight made a motion; seconded by Commissioner Gould-Faison to return to Open Session.

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

Ellen M. Eller, Town Clerk