

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street

June 23, 2020

6:30 p.m.

Littleton Food and Spirits

BOARD MEETING B ROUNDTABLE SESSION

1. Call meeting to order
2. Public Hearing on Proposed Budget for 2020-21
3. Motion to approve the agenda
4. Approval of Bills
5. Proposed Budget 2020-21 approval
6. Approval of Fund Balance Policy
7. Affinity House Sewer
8. Census 2020
9. PD update
10. Motion to go into Closed Session pursuant to NCGS143-318.11(a)(6)
11. Adjourn

The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session, Tuesday, June 23, 2020, at 6:30 p.m. at the Littleton Food and Spirits, 328 N. Mosby Avenue, Littleton, NC. Present were Commissioners Bonita Knight, Gerleen Pitchford, Ophelia Gould-Faison, Steve Barcelo, Lynn Moseley and four members of the public. Mayor K. Owen Scott presided over the meeting.

Mayor Scott called the meeting to order at 6:30 p.m. Mayor Scott opened the public hearing for the proposed 2020-21 budget. He asked those present if they had any questions. Since there were no questions, he stated he would leave the public hearing open until 6:40 to allow time for anyone else to come who might have questions.

At 6:40 Commissioner Knight made a motion; seconded by Commissioner Pitchford to close the Public Hearing. Motion voted and carried unanimously.

Commissioner Pitchford asked to add Police Department update to the agenda. Commissioner Barcelo made a motion; seconded by Commissioner Knight to approve the agenda with the addition of Police Department update to be added between Census 2020 and Closed Session. Motion voted and carried unanimously.

Approval of Bills – Commissioner Moseley presented a bill from RCR and Company for fixing the aerator at the wastewater treatment plant. Commissioner Pitchford asked if this was in the budget. It was explained it was not. This repair occurred at the beginning of the current fiscal

year. Commissioner Gould-Faison made a motion; seconded by Commissioner Moseley to pay the aerator repair bill in the amount of \$22,668.03 out of the sewer case settlement funds. Motion voted and carried unanimously.

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

The town clerk presented a budget amendment correction to the budget amendments presented May 26, 2020. The USDA PD Grant Renovation revenue should've been increased to \$266,000 and the Capital Improvement PD Renovation expense line item should've increased \$266,000. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the budget amendment correction as presented. Motion voted and carried unanimously. A copy of the budget amendment is hereby incorporated into the minutes.

Proposed Budget 2020-21 approval – Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to adopt the Budget Ordinance O-20-005 as presented. Motion voted and carried unanimously. A copy of the Budget Ordinance O-20-005 is hereby incorporated into the minutes.

Approval of Fund Balance Policy – Mayor Scott explained when the audit was presented it was suggested the town adopt a Fund Balance policy to increase savings. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the Fund Balance Policy as presented. Motion voted and carried unanimously. A copy is hereby incorporated into the minutes.

Affinity House Sewer – Commissioner Gould-Faison presented some quotes in regard to repairing sewer lines at Mulberry and North Mosby Avenue. The repair to these lines is needed in order to take on the sewage from Affinity House. She had Keith Hamm explain the problem and process necessary to repair the lines.

Mr. Hamm said the lines had to be repaired in order to take on Affinity's sewer. Mr. Rightmyer from RCR & Company had given a quote of \$41,299 with some increases that might be necessary once the work was started. His quote was to lay new pipe along side the existing line and tie into a manhole. It could increase \$19,683 if the State of NC requires Mr. Rightmyer to put in screenings. If the state doesn't require screenings the cost would increase by \$5000.

KBS Construction Company gave a quote of \$31,374. His proposal would repair the existing line by putting in a liner that hardens. He would not have to dig up the street. His quote could increase by \$7000 if point repair is needed to be done on the sewer line. KBS Construction can do the job in two days.

Commissioner Moseley asked where the money would come from to pay for this repair. Commissioner Gould-Faison said the town had committed money to help with the Affinity project. It was noted that the funds had already been reserved and they would come out of the Fund Balance, which is also the town's savings.

Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to move forward with KBS Construction Company's quote to line the sewer line for \$31,374 with the possibility of increasing the amount by \$7-14 thousand if point repair is needed with the money coming out of Fund Balance. Motion voted and carried unanimously.

Census 2020 – Commissioner Gould-Faison informed the Board the census information has been printed on the bottom of the water bill and we still have a small percentage of people who have filled it out. She asked if anyone had any suggestions on how to increase the number of people who fill out the census to please contact the town clerk or herself.

PD update – Commissioner Pitchford informed the Board she had an email from Mr. Dawson informing her building should be ready by the end of July. She said the generator should be coming in on time.

Commissioner Pitchford stated Congressman Butterfield likes to see the results of projects he has been a part of. As a result, she has set aside Saturday, August 29 for a ribbon cutting and open house for the new Police Department building.

Commissioner Pitchford also said furniture would be ordered July 1 and stored in the Tant Building. Mr. Futrell has also given his permission to update and redo the flowerbed. The message board which she assumes the is the town's will be taken down and a flagpole put up.

Commissioner Pitchford informed the board the Explorer was on the assembly line last Friday. She said Chief Trivette had received an email yesterday informing him his \$24,000 GEMS grant for IT supplies had been accepted. Fund will be distributed sometime in October.

Commissioner Knight made a motion; seconded by Commissioner Moseley to go into Closed Session pursuant to NCGS143-318.11(a)(6) to discuss personnel. The Board went into closed session at 7:17 p.m.

Commissioner Knight made a motion; seconded by Commissioner Moseley to come out of closed session. The Board returned to open session at 7:58 p.m.

After the board came out of closed session it was decided by consensus to hold the regularly scheduled board meeting on July 14th at 6:30 at Town Hall. Social distancing would be followed. Mayor Scott said he would try to get something set up so people could be a part remotely too.

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

Ellen M. Eller, Town Clerk