

TOWN OF LITTLETON

LITTLETON, NORTH CAROLINA

Town Hall
112 East South Main Street
June 25, 2019

BOARD MEETING B ROUNDTABLE SESSION

1. Call meeting to order
2. Motion to approve the agenda
3. Halifax Works Random Drug Testing
4. Approval of bills for end of fiscal year 2018-19
5. Budget Amendments for 2018-19
6. Commissioner's Department assignments
7. COP Event fees
8. Vendors at events
9. Chief Trivette – Gaming Ordinance
10. Law Enforcement Separation pay update
11. Local Capacity Grant itinerary draft
12. Personnel evaluations
13. Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel
14. Adjourn

The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session, Tuesday, June 25, 2019, at 6:30 p.m. at the Littleton Town Hall. Present were Commissioners Bonita Knight, Gerleen Pitchford, Ophelia Gould-Faison, Donald Spragins and five members of the public. Commissioner Steve Barcelo was unable to attend. Mayor K. Owen Scott presided over the meeting.

Mayor Scott called the meeting to order at 6:30 p.m. Commissioner Knight made a motion; seconded by Commissioner Pitchford to approve the agenda. Motion voted and carried unanimously.

Halifax Works Random Drug Testing - Mayor Scott informed the Board Halifax Works was supposed to have been here to bring the commissioners information about their drug testing and the process. He stated since they were not at the meeting he would call and reschedule for the next round table meeting, July 23, 2019.

Approval of bills for end of fiscal year 2018-19 – Finance Commissioner Spragins stated there was one correction on the bills presented. The Computer Guy bill should read \$85.60. The clerk stated she had run the bills through in order to make the budget amendments easier. She informed the commissioners there would still be some outstanding bills for 2018-19 fiscal year that would be paid at the next meeting to end the fiscal year. She stated she had left funds in

accounts for those bills. Commissioner Pitchford made a motion; seconded by Commissioner Gould-Faison to pay bills as presented and the other bills as they come in through the end of fiscal year 2018-19. Motion voted and carried unanimously.

Budget Amendments for 2018-19 – The clerk presented the budget amendments she was proposing for the end of the fiscal year 2018-19. She asked the commissioners to look over the amendments and look at the Budget v Actual for the year to see how she had moved money from one line item to another to keep things balanced. She said she would be glad to receive commissioner input on the amendments. The clerk also passed out information in regard to a budget resolution to be approved for police department funds. She said she had tried to contact the auditor in regard to this issue and wanted to make sure things were handled correctly. Commissioner Spragins stated the amendments could be approved at the next meeting, and Commissioner Pitchford agreed. The budget amendments were tabled until the July 9, 2019 meeting.

Commissioner's Department Assignments - Mayor Scott spoke about the department assignments and how he had wanted to add an economic development position, but didn't think it would work out right now. He asked Commissioner Gould-Faison how riding around with Commissioner Barcelo had gone. Commissioner Gould-Faison stated Commissioner Barcelo had explained the Street Department and Water and Sewer Department and had taken her around Littleton showing her the town and its facilities. After some discussion Commissioner Gould-Faison asked to have more time and she wanted to speak with Commissioner Barcelo again before a decision was made. Mayor Scott said that was fine and he hoped department assignments could be decided at the July round table meeting since the town would be in a new fiscal year.

COP Event fees - The clerk informed the Board the COP had asked if they would have to pay fees for the National Night Out event they are holding in August. Commissioner Pitchford informed the Board the GLDP was paying for their events each month. After some discussion it was decided to have the COP pay for their event since there would be legitimate reasons for several groups to ask to be exempt from fees.

Vendors at events - Mayor Scott stated the town had not had an opportunity to deal with this issue. He reminded the Board the application was filled out by the event sponsor, who would be in charge of allowing other vendors at their event. Several issues were brought out such as size of area for each type of vendor, electricity use, and food truck vendor inspections to sell food. After some discussion Mayor Scott asked if anyone would like to be in charge of researching into what other communities do in regard to vendors and bring the information back to the round table in July. Commissioner Gould-Faison offered to look into Health Department regulations. It was decided everyone would do some research and bring back what they had found.

Chief Trivette – Gaming Ordinance - Chief Trivette informed the Board he had spoken to the town's attorney, Kris Gardner, in regard to the gaming ordinance. There was some question about whether Minit Chek was grandfathered in since they had machines before the electronic gaming ordinance was put in place. Mr. Gardner told him the Minit Chek could only have two

machines and they would have to be the same two that were put in originally. Any machines that were added after the ordinance was written were not grandfathered in. Chief Trivette also asked Mr. Gardner about fines for being in violation of the ordinance. He was told he could assess a fine on each machine in violation every day until they were removed. Chief Trivette suggested a \$100 fine per machine. He also stated he would check with the state in regard to how long the machines in Minit Chek had been in place. Commissioner Pitchford made a motion; seconded by Commissioner Knight to make the fine for gaming machines to be set at \$100 per day per machine if not removed within 24 hours. Motion voted and carried unanimously.

Law Enforcement Separation pay update – Commissioner Pitchford gave background information about what Law Enforcement Separation pay was. She informed the Board the town auditor Larry Carpenter had told the clerk the town did not have to have a separate account for the money. The town could pay as you go. Pay as you go would mean each year the town would have to budget money for retired police officer's salaries from the projected revenues for the year. After some discussion it was decided to proceed with opening a separate account so the money already earmarked for law enforcement separation pay would be available when needed.

Local Capacity Grant itinerary draft – The town clerk informed the Board this grant was the \$9900 grant the town had received to help business owners. Ms. Hilary Greenburg from Greenburg Development Services would be coming August 20-22 to meet with the GLDP, business owners, the mayor, and other town officials. The local business owners would be filling out surveys and giving Ms. Greenburg information about their businesses before her arrival. The clerk wanted to make sure everyone was aware of what was happening so they could be available.

Personnel Evaluations - Mayor Scott stated he knew the police department evaluations had been completed. He also said he thought Commissioner Barcelo had completed his. Commissioner Spragins said he had not done his department yet, but would do so once the assistant clerk returned. Mayor Scott asked the commissioners to hold onto them until every department had been completed.

Commissioner Knight made a motion; seconded by Commissioner Pitchford to go into Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel. Motion voted and carried unanimously.

At 7:54 the Board returned to Open Session.

Commissioner Pitchford made a motion; seconded by Commissioner Knight to increase Mike Clark to 40 hours per week at \$15 per hour and decrease Dana Killeen to 10 hours per week at current rate of pay. Motion voted and carried unanimously. Mayor Scott also wanted to highly encourage Ms. Dana to apply for the park position through the Community Service Program when funds became available.

Commissioner Spragins also wanted to let the Board know he was going to have surgery August 2. He had spoken with Commissioner Pitchford and asked her if she would be able to help the town clerk since he was going to be unavailable at times. He wanted the Board's blessing so if anyone saw Commissioner Pitchford in the office everyone would know why and be able to explain the reason.

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

Ellen M. Eller, Town Clerk