

Town Hall
112 East South Main Street

AGENDA

June 9, 2020

Regular Monthly Board Meeting

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Consider approval of minutes of meeting(s) held May, 2020
4. Approval for payment of bills for May, 2020
5. Larry Newell's Subdivision – Clyde Johnston
6. Warren County and the town's ETJ
7. July 4th parade
8. Vendor Permits - fees
9. CloudWyze agreement
10. Event Permit – Valley Community Church – June 26
11. Affinity Sewer
12. Citizen's Concerns and Comments
 - a. Adrienne Boyd – Drop Box
 - b. COP – National Night Out – Oct. 6 – Kim Gray
 - c. Buddy Isles/Tony Zito - GLDP
13. Commissioners Reports on activities in May, 2020
14. Mayor's Remarks
15. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, June 9, 2020, at 6:30 p.m. remotely through Zoom. Present were Commissioners Stephen Barcelo, Gerleen Pitchford, Ophelia Gould-Faison, Lynn Moseley, Bonita Knight and ten members of the public. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the to order at 6:30 p.m.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the agenda. Motion voted and carried unanimously. Mayor Scott said there would be discussion about the George Floyd protests and its impact on Littleton during the mayor's remarks and asked that any comments be given at that time.

Commissioner Pitchford made a motion; seconded by Commissioner Knight to approve the minutes as presented. Motion voted and carried unanimously.

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

Larry Newell's subdivision – Clyde Johnston – Mayor Scott stated this item had been tabled from the last meeting to give everyone a chance to go and see the property and get any questions they might have answered. Mayor Scott reminded the Board that they would be giving a consensus on whether they would

be favorable toward Mr. Newell and the variances he would need to create the proposed subdivision. Commissioner Moseley asked if Mr. Newell had done everything the planning board had asked him to do. Mr. Johnston said the new survey he submitted was what the variances would apply to. Commissioner Knight asked the cost of the variance. The clerk told her a variance was \$350. She also said had spoken with the town attorney, and he had suggested that Mr. Newell pay only \$350 since the variances were all in regard to the same piece of property.

Mayor Scott read a letter from the Eaton heirs in regard to the subdivision. Mayor Scott then took a consensus of the board. Each board member voted nay. The main concern was the 10' egress. The commissioners were concerned emergency vehicles would not have enough room to access the property. Mr. Newell spoke and said he was more than willing to expand the entrance to 14'. He said that should give more than enough room for vehicles to pull in and out or turn around on the lawn.

Mayor Scott mentioned the subdivision regulation stated a 60' ingress/egress was necessary. Mr. Newell stated that was for a large subdivision, not a piece of property being subdivided. Mr. Johnston stated the Board needed to decide what they would be willing accept in regard to egress. Mr. Johnston also stated it would be beneficial to go out to the property and make sure the extra four feet would not be too close to other structures on the property. Mayor Scott suggested Mr. Newell go to the Board of the Adjustments and see if anything could be done to widening the driveway.

Warren County and the town's ETJ – The clerk informed the board that Mr. Skilton, Board of Adjustment chairman, had contacted her through email to let her know that citizens of Warren County who were in the town of Littleton's ETJ were not contacting him for zoning approval. Commissioner Moseley mentioned he thought Warren County had gone through a county wide zoning update a few years back and maybe forgot to put the necessary language in regard to Littleton's ETJ for Warren County's residents in that area. After some discussion it was decided that Commissioner Moseley would contact Warren County Commissioner T Davis and speak to him about this issue.

July 4th parade – Chief Trivette informed the Board Weldon, Halifax, Warren County, and the lake had canceled events due to the COVID-19. He felt the Board should make a decision for Littleton's parade. Commissioner Pitchford said she felt Littleton should follow suit. Commissioner Barcelo felt it would be hard to social distance. He suggested a parade at a later date. Commissioner Knight made a motion; seconded by Commissioner Pitchford to postpone/cancel the July 4th parade. Motion carried unanimously. Mayor Scott said maybe when the virus was over having a unity parade or welcome back parade.

Vendor permit fees – Mayor Scott said due to the pandemic it might be nice to temporarily suspend vendor permit fees. He said there were several ways to go about it. He felt having no fees would help people who are trying to make ends meet. Commissioner Moseley asked if the fees would be suspended until Labor Day, or another date. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to waive all fees until Labor Day for vendor permits. Motion voted and carried unanimously.

Commissioner Pitchford also asked that the clerk give Chief Trivette a copy of each event scheduled in Littleton so all the officers in the community would be aware.

CloudWyze – Mayor Scott informed the Board that when town attorney, Kris Gardner, sent the CloudWyze contract to their attorney they did not want to sign a one-year agreement. Mr. Gardener had said most agreements in this type of industry had a 50-year lease agreement. CloudWyze is asking for a 5-year agreement. Mayor Scott said the rest of the agreement remained the same. Commissioner Barcelo made a motion; seconded by Commissioner Moseley to accept a 5-year contract agreement with CloudWyze. Motion voted and carried unanimously.

Event permit – Valley Community Church- June 26 - Mayor Scott presented a permit for Valley Community Church to hold an event Friday, June 26th. He said the church had decreased the attendance to 100 or less. He also said they would have three off duty police officers for security. He also said they would have three vendors, Hen and Hound Pizza, Steve's Sno Kones, and Andy's Kettle Corn.

Commissioner Pitchford asked Mayor Scott how the church would handle it if there were more than 100 people there and there wasn't enough room for the 6 foot social distancing. Mayor Scott said it would be up to the police department or the sheriff's department to shut it down, or the church would shut it down themselves. He said the church would observe the law.

Commissioner Barcelo made a motion; seconded by Commissioner Knight to accept Valley Community Church event for June 26th. Motion voted and carried unanimously.

Affinity House sewer – Commissioner Gould-Faison said a company had come to Littleton to look at the sewer line and to give an estimate of what it would cost to upgrade the sewer line to handle the Affinity sewer. The estimate did not make it by the time of this meeting. Commissioner Gould-Faison wanted to make sure the Board was aware there would be money the town would have to spend to be able to take the sewer for Affinity.

Commissioner Pitchford informed the Board the town had agreed to pay up to \$100,000 for water and sewer and anything over that Affinity would pay. It was also noted that the turn around time for the work would be two days.

Citizen's Concerns and Comments – Adrienne Boyd – Drop Box – Ms. Boyd was not available for the meeting. The clerk informed the Board Ms. Boyd had come in and was concerned there was no way to pay her bill without coming in or paying a \$2.50 charge to use a card. She also said several customers had the same concern about coming in the office because of the virus.

Mayor Scott said he had been on a conference call with the county in regard to funds associated with the virus. He said the drop box could be something that would fall under reimbursement due to the virus. It was decided to have the clerk find prices for drop boxes and installation and bring them back to the board.

COP – National Night Out – October 6, Kim Gray came to the Board and explained that the National Organization for National Night Out had suggest the date be moved to the first Tuesday of October. The Littleton COP had met and they were wanting to go forward and be prepared to hold the event October 6th. Commissioner Knight made a motion; seconded by Commissioner Moseley to approve the COP's National Night Out, Tuesday, October 6th. Motion voted and carried unanimously.

GLDP – Tony Zito - Mr. Zito informed the Board the GLDP was moving forward with their plans for Halloween and Christmas. He said the GLDP would pay for two floats to be in the Christmas parade. He said they had planned on being in the July 4th parade. He felt maybe having a parade at the opening of the new businesses in town could be an option. He said the GLDP was looking at an event, "The Gathering" when the governor opened everything up.

He said First Fridays had been canceled up through June. He said the GLDP would wait until the governor's announcement on June 27th before making a decision to cancel July's First Friday event. He said the Beautification committee had completed phase 1, painting and decorative work with plantings. They were in the process of making money to complete phases 2-3. He mentioned the Bike/Pedestrian Trail Grant and stated the GLDP had written a letter of support.

Mr. Zito also said June 20th had been set aside as a Clean Up Day. He would be contacting the town to see what needed to be done and information would be given about it on the GLDP Facebook page. He said meetings will be starting back. They will be the first and third Tuesday of each month at 6:30 p.m. The first Tuesday will be for all members, and the third Tuesday is for committees to meet.

Commissioner's Reports on activities in May, 2020 – Streets - Commissioner Barcelo said his employees have been busy mowing, cleaning, and keeping storm drains clean. He mentioned with the heat he was trying to make sure the employees kept hydrated.

Water/Sewer - Commissioner Gould-Faison said the governor had extended Executive Order 124 through July 29th. The town was not charging late or disconnection fees. She said only 28% of the people in Littleton had completed the 2020 Census.

She said in the sewer department there were no violations, inspections, or overflows. The town was in compliance with all permits and all reports had been submitted to the state. Employees are working on keeping the grass cut at the wastewater treatment plant and lift stations.

In the water department Mr. Hamm had completed the CCR and it had been submitted to the state. Once the state approves it, the citizens will receive their copy. A copy of both the wastewater and water reports are hereby incorporated into the minutes.

Cemetery- Commissioner Knight said she had nothing to report at this time. She did mention Mike Clark had put up a plexiglass shield in the library at the counter, which is much appreciated.

Finance Report – Commissioner Moseley read his finance report for month ending May 31, 2020. The town has collect 86% of general fund revenues budgeted and spent 87% of those funds. Mr. Moseley said the figures were a little skewed due to the PD Renovation project funds and dilapidated building fund accounts. In the water and sewer department 95% of budget revenues have been collected and 90% of those have been expended. A copy of the report is hereby incorporated into the minutes.

Police Department – Commissioner Pitchford read her police report. A copy is hereby incorporated into the minutes. She also gave an update on the PD Renovation project. She reported the handicap ramp had been pored in back and front. The walls are up and primed and ready to paint. Ceiling tile hangers are in place.

Mayor Scott stated anyone wanting to make a comment on the commissioner's report should submit those questions in writing to the town clerk at Town Hall. Mayor Scott asked if there was anything needed to be done for the budget. The town clerk said the budget public hearing notice was in the paper and the meeting was set for June 23, at 6:30 at Littleton Food and Spirits.

He also said the clerk had mentioned she was needing to get toner for a copier and wanted to know if it was ok to go forward with the rental agreement. It was noted that there was not much difference between the rental and continuing with the three copiers the town has now. Commissioner Moseley made a motion; seconded by Commissioner Gould-Faison to switch over to the rental agreement for the laser copier. Motion voted and carried unanimously.

Mayor Remarks – Mayor Scott said he knew everyone has kept up with the George Floyd protests. He said here in Littleton we believe no matter who you are or where you have come from we are all the same, no matter if you are black, white, brown, red, yellow, pink, purple, blue, we are all the same and we live and love together. The only way to overcome these obstacles is to do it together. If anyone in town ever feels that is not the case please reach out to one of the commissioners, police chief, himself, or anyone at town

hall and get that to us so it can be corrected and addressed. He then gave the floor over to Commissioner Gould-Faison.

Commissioner Gould-Faison offered condolences to the family of George Floyd from the town of Littleton. She said, "I know that as the mayor said the very recent police action and policing procedures that caused the death of George Floyd is all too familiar to the African American community here in Littleton. Not to say that Native Americans, Hispanics, and others of brown ethnicity haven't endured the same fatal outcome. I would like this board to be proactive by reviewing and updating Littleton's police department procedures by involving citizens that are African American and other ethnicities of color. This town has invested much in many different departments. It's time for the board to invest in safe practices for the best and highest good of all citizens in Littleton."

The Mayor thanked Commissioner Gould-Faison. He said we don't take any of this lightly; and we want to be a community, not separated but united.

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

Ellen M. Eller, Town Clerk