

Town Hall  
112 East South Main Street

**AGENDA**  
**July 16,2020 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 June, 2020
5. Approval for payment of bills for to close out fiscal year 2019-20
6. Budget Amendments for fiscal year end 6-30-2020
7. Consider approval and payment of bills for July, 2020
8. Condemnation of Ferguson Street building
9. Fitts Foundation Consultant – Stacy Woodhouse
10. Grant Information – Jordan Kearney
11. Census 2020
12. Codification
13. Citizen’s Concern and Comments
  - a. Tony Zito – GLDP
  - b. Yulonda Watson and Darrell Snow
14. Commissioners Reports on activities in June, 2020
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)(6) to discuss personnel
18. Adjourn

**The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Thursday, July 16,2020, at 6:30 p.m. remotely through Zoom.** Present were Commissioners Stephen Barcelo, Gerleen Pitchford, Ophelia Gould-Faison, Bonita Knight, and eight members of the public. Commissioner Lynn Moseley was absent. Mayor K. Owen Scott presided over the meeting. Mayor Scott called the to order at 6:30 p.m.

Commissioner Knight made a motion; seconded by Commissioner Barcelo to approve the agenda. Motion voted and carried unanimously.

Commissioner Pitchford made a motion; seconded by Commissioner Knight to approve the minutes of meetings held June, 2020. Motion voted and carried unanimously.

Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the payment of bills to close out fiscal year 2019-20. Motion voted and carried unanimously. A copy of the bills is hereby incorporated into the minutes.

**Budget Amendments for fiscal year end 6-30-2020** – The Town Clerk explained in General Fund the town had to use \$18,752 of Fund Balance and \$25,152.97 in Water/Sewer to balance. She stated the Contracted

Services for water and sewer caused the need to use Fund Balance for the water/sewer department. She said the town had taken in approximately \$12,300 more in water and sewer services than budgeted. She also mentioned town attorney Kris Gardner had started working on Codification and had billed the town \$3400 which added to the overage in the attorney fee line item. Commissioner Pitchford made a motion; seconded by Commissioner Barcelo to approve the budget amendments for fiscal year ending 6-30-2020 as presented. Motion voted and carried unanimously. A copy of the budget amendments is hereby incorporated into the minutes.

The Town Clerk also explained that she had spoken to the town auditor, Larry Carpenter. Mr. Carpenter had suggested the clerk bring any bill to the board that was over budget in a line item and not write the check for the bill until the Board decides what line item to amend in order to pay the bill. She explained since the town has a new computer program for finances it would make it easier to do budget amendments as needed instead of waiting until later in the fiscal year.

**Bills for July, 2020** - Commissioner Barcelo made a motion; seconded by Commissioner Knight to approve the payment of bills for July, 2020. Motion voted and carried unanimously. A copy of the bills is hereby incorporated into the minutes.

**Condemnation of Ferguson Street building and North Main Street** - Chief Trivette explained he had hearings on the properties and the owners had been sent two certified letters. In order to go forward with the demolition of the two buildings the Board needed to approve two ordinances. Commissioner Knight made a motion; seconded by Commissioner Barcelo to approve Ordinances 20-006 and Ordinance 20-007 to demolish property on Ferguson Street and North Main Street. Motion voted and carried unanimously. A copy of Ordinances 20-006 and 20-007 are hereby incorporated into the minutes.

**Fitts Foundation Consultant – Stacy Woodhouse** – Mr. Woodhouse introduced himself and let the Board know he will be working with the Fitts Foundation on their Economic Development Initiatives. He said he would be in town almost every day. He informed the Board the Fitts had two projects they would be working on. First, the Fitts want to expand the Christmas lights this year. They want to put lights around the windows of the buildings in town. The Fitts will contact all the owners for their approval and will also pay for the electricity. Mayor Scott asked Mr. Woodhouse to please present a written copy to the Board of the plan for the Christmas lights and the commissioners will approve it. Mr. Woodhouse said he would do so.

The second project involves installation of gigabit fiber optic lines. The Fitts will be providing free Wifi to customers who will be in at their businesses. The Wifi will be more than their businesses can use, so they would like to offer free downtown Wifi to the town. The Fitts will be paying for the line and the equipment. Mr. Woodhouse said a company would be in town next week to see what would be involved in providing this service. The Fitts would like free use of the town's water tower to broadcast from. Mayor Scott said he would love to see this happen. He wanted to know if access to water tower next week would be necessary. Mr. Woodhouse stated they could get what information they needed from online. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to give the Fitts Foundation permission to do research on the possibility of downtown Wifi. Motion voted and carried unanimously. Mayor Scott told Mr. Woodhouse to let the town know if he needed into the water tower area and Commissioner Barcelo could help with that. Mr. Woodhouse said he would not need that next week.

**Grant Information – Jordan Kearney** - Mr. Kearney introduced himself by stating he worked for McDavid and Associates, an engineering and consulting firm out of Farmville, NC. He stated North Carolina had received funding for CBDG (Community Block Development Grant) projects and he was hoping to help Littleton to get some of the money. He stated the funding Littleton could possibly received could be up to

\$750,000. The majority of the funding had to be spent on housing, which could also include senior centers and community centers.

Mr. Kearney explained the town will have to hold two public hearings. The first hearing will explain the program to the public and would allow citizens to have questions answered and to provide comments. The second hearing would be to explain the proposed program that was chosen. Mr. Kearney said the program could be demolition, reconstruction, or rehabbing, but it would have to tie in to COVID-19. The program would be for citizens 62 and older who are low to moderate income and who own and lived in their house to be eligible.

Mr. Kearney said he would like for the town to provide a list of properties which includes homes and buildings. He would like to do what the town wants. He stated the deadline is August 31. He told the commissioners the writing and administering of the grant would all be done by McDavid and Associates. He stated the town's investment would be zero, but if the town chooses to contribute money it would help to get the grant. It was noted that the public hearing had to be held in person, not virtually. Mr. Kearney mentioned it could be held at the stage. Commissioner Pitchford said we might be able to go to Littleton Food and Spirits as we had previously. Commissioner Gould-Faison wanted to make sure everyone would be required to wear a face mask.

Commissioner Knight made a motion; seconded by Commissioner Barcelo to schedule the first public hearing for August 11<sup>th</sup> to discuss a CDBG for Neighborhood Revitalization. Motion voted and carried unanimously.

**Census 2020** - Commissioner Gould-Faison reported the percentage of participants who had completed the census was 41.2%. She stated August 3<sup>rd</sup> from 9-5 at Town Hall there would be someone available to help people fill out the census. It was also mentioned Mr. Williams, who will be helping with census at Town Hall, wanted to place a thermometer in town to show how the percentage goes up. After some discussion it was decided a thermometer could be placed on a pole by the stoplight, or by Ferguson/158 intersection or even the stage on a light pole.

**Codification** - The town clerk reported the town needed to take care of two issues in regard to the codification of ordinances. The American Legal Publishing Corporation wanted to know if the town wanted to put the ordinances on line, and how the ordinances would be printed on each page. The choices of printing are either single column, all on one page, or dual column in smaller font. She stated putting the ordinances on-line would cost \$595 and would affect the 2021-22 budget year. After some discussion Commissioner Pitchford made a motion; seconded by Commissioner Gould-Faison to put the town ordinances online for \$595. Motion voted and carried unanimously. It was also decided to use the larger font which would be a single column format.

**Citizen Concerns and Comments** - Tony Zito from the GLDP and Yulonda Watson and Darrell Snow were on the agenda to speak. Mr. Zito had contacted the town clerk and said he was not feeling well. Ms. Watson and Mr. Snow did not contact her, but were not on Zoom at this time. Mayor Scott said he would check back and see if they had joined the meeting before the meeting was adjourned.

**Commissioners Reports on activities in June, 2020 - Street Department** – Commissioner Barcelo said he was trying to keep his employees hydrated and safe. He also stated they were busy working on pot-hole repairs. Due to the heat and grass dying, mowing was slowing down.

**Cemetery** – Commissioner Knight said the grass was being mowed and she had nothing else to report.

**Water and Sewer** - Commissioner Gould-Faison said she was making sure her employees were safe and hydrated as well. She also wanted to acknowledge how much she appreciated all the employees, Philip, Dana, Keith, and Mike who work together well for the citizens of Littleton. Commissioner Gould-Faison read her water and wastewater report. Both reports are hereby incorporated into the minutes.

Commissioner Gould-Faison reported the annual CCR has been completed and mailed out to all customers. It was also sent to the state as required. She thanked all customers for continuing to pay their bills. She said there were no late fees right now, but all customers would be responsible for their bills.

Commissioner Knight asked Commissioner Gould-Faison about the maps Mr. Hamm was supposed to be complete. Commissioner Gould-Faison said the maps were 75% completed and were to be completed by June 30, 2020. Commissioner Knight asked if there was a time-line for when they would be completed. Commissioner Gould-Faison said she did not have an exact time or date.

**Police Department** - Commissioner Pitchford read her police report. A copy is hereby incorporated into the minutes. She also gave an update on the Police Department Renovations. She stated the generator had arrived but the switch was not here yet, the HVAC had been connected, cabinets and countertops were installed, the furniture had arrived and was being stored in the Tant Building through the generosity of the Fitts, and the outside of the building would be painted this coming weekend.

**Finance Department** - In the absence of Commissioner Moseley, the town clerk read the finance report. A copy of the finance report is hereby incorporated into the minutes.

**Citizen's Comments on Commissioner Reports** – Carolyn Harmon from RR Daily Herald asked for some clarifications on how many buildings were being condemned and whether it was one or two ordinances; if citizens as well as visitors to the town would have free Wifi; if two fees were approved for the codification; and the town employees names who were thanked by Commissioner Gould-Faison.

Commissioner Gould-Faison also informed the Board KBS would be starting the week of July 20<sup>th</sup> to take care of the pipe lining at Affinity House. Mayor Scott asked once again if Yulonda Watson or Darrell Snow were available for their citizen comments. They were not.

**Mayor's Remarks** - Mayor Scott just reminded everyone to stay safe and clean during the COVID. He said there is a lot of frustration, but he encouraged everyone to be smart, sanitize and to continue with social distancing.

Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to go into Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel. Motion voted and carried unanimously. Closed Session started at 7:40 p.m.

Commissioner Barcelo made a motion; seconded by Commissioner Knight to come out of Closed Session. Motion voted and carried unanimously. The Board came out of Closed Session at 8:03 p.m.

Commissioner Gould-Faison made a motion; seconded by Commissioner Barcelo to continue Keith Hamm's contract on a month to month basis. Motion voted and carried unanimously.

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

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Ellen M. Eller, Town Clerk