

Town Hall
112 East South Main Street

AGENDA
July 9, 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 June, 2019
5. Consider approval for payment of bills for June, 2019
6. Budget Amendments for fiscal year end 6-30-19
7. WWTP Search Grant information – Rivers and Associates and USDA
8. WWTP Search Grant financial approval
9. Market Street Information
10. Event Permit – Cameron Podruchny – Rain Theory Bank – August 3
11. Citizen Concerns and Comments – Buddy Isles, Sr. - GLDP
12. Commissioners Reports on activities in June, 2019
13. Citizen’s Comments on Commissioners reports – comments/questions-limited to 2 minutes
14. Mayor’s remarks
15. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Tuesday, July 9, 2019, at 6:30 pm at the Littleton Town Hall. Present were Commissioners Stephen Barcelo, Bonita Knight, Gerleen Pitchford, Don Spragins, Ophelia Gould-Faison and twelve members of the public. Mayor K. Owen Scott was absent to start the meeting, but arrived at 6:52 p.m. and took over the meeting. Mayor Pro Tem Don Spragins started and presided over the meeting until Mayor Scott’s arrival.

Mayor Pro Tem Spragins called the meeting to order at 6:30 pm. The meeting opened with the Pledge of Allegiance. Mayor Pro Tem Spragins followed with the invocation.

Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the agenda. The motion voted and carried unanimously.

Commissioner Barcelo made the motion; seconded by Commissioner Gould-Faison to approve the minutes for the month of June. The motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the bills for June, 2019, as presented. Motion voted and carried unanimously. A copy of the bills has hereby been incorporated into the minutes.

The town clerk/finance officer presented budget amendments for the year ending June 30, 2019. She explained how she had moved money from one line item to another to balance the budget. Commissioner

Barcelo made the motion; seconded by Commissioner Pitchford to approve the budget amendments for fiscal year ending June 30, 2019, as presented. Motion voted and carried unanimously. A copy of the budget amendments has hereby been incorporated into the minutes.

WWTP Search Grant information – Rivers and Associates, USDA - Mayor Pro Tem Spragins turned the meeting over to Jonathan Jones from UDSA to explain the search grant. Mr. Jones explained the purpose of the search grant was to conduct a study of the wastewater treatment plant (WWTP) and create a preliminary engineering report for \$22,000 and environmental report for \$10,000. The USDA would provide \$30,000 for the grant and the town would be responsible for \$2000. Mr. Jones stated the USDA would review the reports and then approve and issue the \$30,000 to the town. The town in turn would be responsible for paying Rivers and Associates. Mr. Jones asked that the Board sign the necessary paperwork this evening to move forward with the grant. The following forms were presented: Water and Waste System Grant Agreement, U.S. Dept. of Agriculture Equal Opportunity Agreement, Request for Obligation of Funds, Certification Regarding Debarment, Suspension, and Other Responsibility Matter Primary Covered Transaction, and Certification Regarding Drug-Free Workplace Requirements.

Commissioner Gould-Faison then asked Commissioner Barcelo to explain to the citizens what the grant was all about. Commissioner Barcelo explained the wastewater treatment plant was in need of repairs. The engineers would be finding what the condition of the plant is now, and then giving the town information on what it needs to do to fix it. He stated this is something the town could not afford to do on its own.

WWTP Search Grant financial approval - Commissioner Knight asked if the funds were available for the town's portion of the grant. She also wanted to be clear that the town's portion was \$2000. Commissioner Spragins stated that was correct and the money would come out of the water/sewer budget. Commissioner Barcelo made a motion; seconded by Commissioner Gould-Faison to approve the \$2000 necessary to go forward with the WWTP Search Grant as presented by the USDA and Rivers and Associates. Motion voted and carried unanimously. Commissioner Spragins stated the town would sign the necessary paperwork to move forward tonight. He and Commissioner Gould-Faison thanked Mr. Jones for their help.

Mr. Fred Stowe of Rivers and Associates then spoke about specifics of the search grant. He stated he would be studying the needs and getting with suppliers to obtain cost projections in order to compile information on the exact cost of repairing the WWTP. He stated the repairs would include structural and concrete repairs, painting, equipment, and make the WWTP look as "new" as possible with the funds available. This phase of the project should be completed within six months.

Market Street Information – Mayor Scott arrived at the meeting and took over from this point forward. He explained Market Street is the old service road behind Rose's and Grandpa's Kitchen that has been "abandoned." He said a lot of the old, alley service roads had been absorbed by adjacent properties to them except for this one. He stated Mr. Fitts would like to absorb that area so he can pave the whole lot and create more parking for his future endeavors as well as for Jeff Mills and Grandpa's Kitchen. Mr. Fitts is asking the town to consider a quitclaim deed so he could do that. Commissioner Pitchford stated when Mr. Lafoon was here he had built a deck out over the area so that part is already covered. Commissioner Spragins said at the other end both of the residents there would love to have that area closed off from traffic. Commissioner Pitchford mentioned BB&T used part of that area and had paved over it. Commissioner Spragins said BB&T had access back to Ferguson Street on the back side of it. Commissioner Spragins felt if the town did it on one end for the Fitts, it needed to be done on the other end for the residents. He said it was not a street, it was really a bumpy path that needs to be closed. He had no problem as long as the town did all of it. Commissioner Gould-Faison asked if the town would have any expense involved with this. Mayor Scott said no, Mr. Fitts would take care of. It would just be asking the town attorney, Kris Gardner, to write up the

quitclaim deed. Commissioner Spragins asked if there would be expenses for the town on the other end of the street. Commissioner Barcelo said there are storm drains there. Commissioner Spragins said if the town doesn't need access h

e was for closing it off the property. He stated the homeowners want to put up a barrier. Commissioner Pitchford stated if the homeowners want to close it off, they should be responsible for paying whatever legal fees are associated in doing so. She asked if the property was in the name of the town and Mayor Scott said it was. Commissioner Barcelo asked if both property owners would be responsible for the legal fees. Commissioner Spragins said he didn't know, but he had told one homeowner they needed to do a survey and the town wasn't going to pay for the survey. Mayor Scott asked since the town was wanting to do both ends and since there was a question about where the property lines would fall, should the board table it until the next meeting to get those questions answered. Commissioner Spragins said if one end was right, the town could move forward with it. He said maybe the town could contact the home owners at the other end and if they were interested they would have to have a survey to claim it. Mayor Scott asked if the survey would be between the two homeowners. Commissioner Pitchford said yes. Commissioner Pitchford made a motion; seconded by Commissioner Knight to let Mr. Fitts have the Market Street property behind the buildings (Rose's and Grandpa's Kitchen). Motion voted and carried unanimously.

Event Permit – Cameron Podruchny- Rain Theory Band, August 3rd – The town clerk presented the event permit application and informed the Board the group had signed the Town of Littleton Festival Regulations as well. The town clerk also said the group was wondering if they had another band perform before they did if that band would have to pay permit fees as well. Mayor Scott said he assumed the Rain Theory Band would be responsible for that group as well. Commissioner Pitchford stated the group definitely needed to pay police for their event. The amount they would need to pay would be \$120 for the evening for one police officer. Commissioner Knight made a motion; seconded by Commissioner Pitchford to approve the Rain Theory Band Permit to perform August 3rd. Motion voted and carried unanimously.

Commissioner Gould-Faison asked if it would be possible for any person requesting something from the Board to be present in order to take questions. Mayor Scott said the Board could discuss it at their next roundtable session, and make it a general meeting policy.

Citizen's Concerns and Comments – Buddy Isles, Sr. GLDP – Mr. Isles was not present. Commissioner Pitchford spoke informing the Board the GLDP has been offered funding to have a professional decorator to come in and decorate for Christmas. For this group to be able to do so, it needs the Town Board's approval. The group would come in around November 20 and be back January 5th. The town doesn't have to touch anything. The town just have to pay the light bill. Commissioner Pitchford informed the Board the GLDP was going to do some fund raisers in order to pay for the difference in the light bill. She felt confident they would be able to do so. Commissioner Pitchford made a motion; seconded by Commissioner Knight to approve the GLDP's request to have a professional decorator come in and decorate the town for Christmas. Motion voted and carried unanimously.

Commissioner's Reports on activities in June, 2019 - Water/Sewer Report - Commissioner Barcelo reported 2.19 million gallons of water was purchased and the town sold 1.276 million for 482,000 unaccounted for. In the sewer department there were no overflows, inspections, or violations. The reports are hereby incorporated into the minutes.

Streets - Commissioner Barcelo reported since we have had rain they are working on mowing and everything else is running smoothly.

Cemetery - Commissioner Knight reported the cemetery was looking really good. She reported the mowing was done twice a month. She also stated people have taken care of their floral arrangements.

Police Department - Commissioner Pitchford presented her Number of Calls Report. A copy is hereby incorporated in the minutes. Commissioner Pitchford also reminded the Board about the pre-bid meeting for the PD Renovations is set for this Thursday, July 11th at 10 a.m. The bid opening will be Thursday, August 1, at 2:00 p.m. She asked that the Board be present for the bid opening so the Board could accept a contract.

Finance – Commissioner Spragins read his Finance report for date ending June 30, 2019. He reported the town has collected 78% of budgeted revenues in the General Fund and has spent 85% of the budgeted expenditures. In Water/Sewer, 96% of budgeted revenues had been collected, and 97% of budgeted expenses had been spent. A copy of the Finance Report is hereby incorporated into the minutes.

Citizen's Comments on Commissioner Reports - Carolyn Harmon asked how old the WWTP was. Commissioner Barcelo stated he thought it was built in the 80's but he would have to get back to her.

Mayor's Remarks - Mayor Scott reminded everyone there were three commissioner seats open this election year. He stated Election Filing was open from Monday, July 8 through noon Friday, July 19. Those interested in filing do so at the Old Court House in Halifax.

He stated the next meeting was the Roundtable Meeting July 23, at 6:30 p.m.

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

Ellen M. Eller, Town Clerk