

*Town Hall
112 East South Main Street*

January 9, 2019

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. Swear in Clerk and Finance Officer Ellen Eller
5. Consider approval of Minutes of meeting(s) held December 2018
6. Approval for payment of bills made in December 2018
7. Resolutions to change signers on bank accounts
8. Consider resignation of Commissioner Debnam
9. Approval of MLK Parade January 21st 2019
10. Citizen Concerns and Comments
11. Commissioner Reports on activities in December 2018
12. Citizen's Comments on Commissioner Reports – comments/questions limited to 2 minutes
13. Mayor's remarks
14. Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(6)
15. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Thursday, January 9, 2019, at 6:30 pm at the Littleton Town Hall. Present were Commissioners Stephen Barcelo, Bonita Knight, Gerleen Pitchford, Don Spragins, and 15 members of the public. Mayor K. Owen Scott presided over the meeting.

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

Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the Agenda with the addition of the resolution to adopt the ordinances. The motion voted and carried unanimously.

Swear in Clerk and Finance Officer Ellen Eller- Mayor Scott swore Ellen Eller in as Clerk and Finance Officer. Oath of Office hereby attached.

Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to approve the minutes for the month of December. The motion voted and carried unanimously.

Commissioner Spragins presented the bills and explained new format for presentation. Commissioner Pitchford made the motion to pay bills as presented; seconded by Commissioner Knight. The motion voted and carried unanimously. A copy of the bills is hereby incorporated into the minutes.

Resolution to change bank signatures – Commissioner Knight made the motion to change signatures on bank accounts; seconded by Commissioner Spragins. The motion voted and carried unanimously.

Ordinance Amendment 19-006 – Commissioner Pitchford made the motion; seconded by Commissioner Spragins to accept the Amendment to Code of Ordinance to Incorporate Certain State Laws Regulating Motor Vehicles and Trespassing Into Town Code. The motion voted and carried unanimously.

Consideration of Commissioner Debnam's resignation – Mayor Scott read a letter written by Commissioner Debnam submitting her resignation to the Board. Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to accept Commissioner Debnam's resignation. Resignation letter hereby attached. Commissioner Pitchford made the motion; seconded by Commissioner Spragins to appoint Commissioner Barcelo to be interim Water and Sewer Commissioner. The motion voted and carried unanimously.

Approval of MLK Parade January 21st 2019 – Commissioner Pitchford made the motion; seconded by Commissioner Knight to adopt the Annual Martin Luther King Parade Road Closure Ordinance. The motion voted and carried unanimously.

Citizen Concerns and Comments – Jim Hogan read a letter from the Lions Club asking the Board of Commissioners to move their town meetings from the first and third Thursday of the month because it coincides with the Lions Club meetings. He stated that several Lions Club members attend the monthly town meetings and would be unable to do so with the present dates. Mayor Scott responded by stating the Board of Commissioners would look into this at the Thursday, January 17th meeting.

Commissioner Reports:

Street Report – Commissioner Barcelo reported leaf pickup is on going . He stated it is easier when leaves are bagged, since wet leaves are heavier and harder to load. He also informed the Commissioners he was looking into buying a dump truck for the town which would help in leaf pick up. It could also be used to haul branches and limbs that have fallen from the snow in December. He stated this purchase had previously been budgeted for.

Cemetery Report – Commissioner Knight reported the Harry Fishel grave had been disinterred and was now marked correctly. She stated Mrs. Harry Fishel was very appreciative. She also stated the GLDP had brought to her attention that several limbs, branches, and trees were down after the recent snow. The GLDP will bring that up at their next meeting and ask for volunteers to help clean up the cemetery.

Water Report – Commissioner Barcelo as recently appointed Water and Sewer Commissioner read the Wastewater System Operation Monthly report. He stated there were no overflows, inspections, or violations. He also read the Potable Water report for the month, noting the unaccountable amount of water being used. He assured the Commissioners this loss of water was being looked into. A copy of the water report is hereby incorporated into the minutes.

Police Report – Commissioner Pitchford read the Police Report for the month of December 2018. A copy is hereby incorporated into the minutes.

Financial Report – Commissioner Spragins informed the Board the End of Year Report would be presented at the January 17th meeting. He also informed the Commissioners we should be all caught up with financial records by the February 7th meeting.

Citizens Comments on Commissioner Reports –

Sylvia Alston spoke about the status of the town dump and wanted to know why it was not open. She was informed the state needs to give their ok and had not done so. Mrs. Alston stated she would be glad to help in any way necessary to further the process along. Mrs. Alston asked if there was a plan to replace Joe Lee who was employed through the NC Senior Community Service Employment Program. She was informed a replacement had been found and hired, but before he could start he was told he no longer met the income

qualifications. The town at this point does not know of anyone who could meet the qualifications. She stated she was concerned about not having someone in this position because this employee was in charge of taking care of the Park and making sure it was clean and all equipment was in safe working condition. She wanted to make sure everyone was aware this position was part of the Park Grant application. There was some concern about whether the employee could drive. It was then made clear the employee could not drive Town vehicles.

Mrs. Alston also wanted clarification on what phone number to call to report barking dogs during the night. She was told to call the non-emergency number, 583-1991. Mrs. Alston asked the Commissioners if there would be a state audit that would certify the audit is in compliance. She was informed Larry Carpenter was conducting the audit right now and the audit would be submitted to the LGC. Mrs. Alston was concerned about the purchase of park benches and was unsure if the money was available for purchase. She was informed that since the benches had been approved and the finances were available the benches could be ordered tomorrow. Mrs. Alston also wanted to acknowledge the work done by Bobby Johnson at the park. She let the Commissioners know Mr. Johnson single handedly took care of the outdoor classroom and is ready to help in any other endeavor that is needed at the park.

Mrs. Heidi Hogan then spoke and wanted to clarify that the Town Auditor was not a state auditor and had been the auditor to audit the town finances last year. Commissioner Spragins verified her statement was correct and there is not a State Auditor. Mayor Scott stated the town has asked Mr. Carpenter to go more in depth and conduct a more thorough audit than in the previous year.

Ms. Ophelia Faison spoke about the leaf pick up and wanted to know if there was a schedule for picking them up. She wanted to know when her leaves would be picked up. Commissioner Barcelo told Ms. Faison to call Town Hall and leave a message and her leaves would be picked up. It was also noted that if you bag your leaves they will get picked up sooner. Commissioner Barcelo mentioned we only had one employee and we were looking to hire someone else to help. He stated we did not contract the leaves out this year. The cost was around \$9000 last year and the town was trying to create jobs and keep it in house.

Ms. Faison also brought up the need to post information about Public Hearings some place besides Town Hall. Mayor Scott said he and former Mayor Girdley had mentioned creating a message board in a central area for the purpose of providing important information to the citizens of the town. But they had not looked at this for a while. It was also mentioned the water bill might be a good way to provide information. Assistant Clerk Holly Barcelo addressed the issue of putting information on the water bill by stating she is looking into and working on how to place information on the water bill, but at this time the software does not allow you to do so.

Ms. Faison also wanted to check the status of the Police renovations. Commissioner Pitchford informed her the architect has the information, and he is in the process of putting together a bid package. She stated easements needed to be obtained from the drugstore and BB&T before the project could be made available for bids. Commissioner Pitchford indicated the bid package should be available by the end of January.

Ms. Faison also wanted to know if the town had a Human Resource person. She was interested in the process used in making people aware of available positions in the town. Mayor Scott stated each commissioner is responsible for the human resources in their individual departments and positions are advertised.

Carolyn Harmon spoke wanting to know more about the town audit and why the town would be going into more depth with the audit. Mayor Scott informed her since the previous Town Clerk had been let go, the Commissioners wanted to make sure if there were any inconsistencies they were addressed and rectified. Ms. Harmon also wanted to know what else would be done at the Park. Mrs. Alston answered by informing her bids would be put out to build a shelter and put up a fence. The park will also add two picnic tables, two trashcans, one more park bench and some playground equipment for smaller children.

Mayor's Remarks – Mayor Scott took a moment to recognize Mr. Bob Burke who recently passed away. Mr. Burke ran his business here, was chairman of the Board of Adjustments, and was very connected to the town.

Mayor Scott asked for a moment of silence in recognition of Mr. Burke and all those who had passed away in 2018.

Commissioner Barcelo made the motion, seconded by Commissioner Pitchford to go into Closed Session pursuant to NCGS 143-318.11 (a) (6) to discuss personnel. The motion voted and carried unanimously.

At 7:30 pm the Board returned to Open Session.

Commissioner Barcelo made the motion, seconded by Commissioner Pitchford to buy a 1 ton 4WD dump truck from Philip Alston for \$3500. The motion voted and carried unanimously.

Commissioner Barcelo made the motion, seconded by Commissioner Pitchford to hire Michael Clark part time at \$8.33 per hour, not to exceed 20 hours per week, to start as soon as possible. The motion voted and carried unanimously.

With no further business Commissioner Spragins made the motion, seconded by Commissioner Pitchford to adjourn the meeting. The motion voted and carried unanimously.

Town Clerk