

Town Hall
112 East South Main Street
January 17, 2019

Board Meeting B
Roundtable Session

1. Call meeting to order 6:30 p.m.
2. Motion to approve the Agenda
3. Consider Board Meeting schedule for 2019
4. Consider position of Mayor Pro Tempore
5. IRS Penalty
6. Second bill run for the month
7. Personnel Policy resolution
8. Advertising positions for Commissioner, Planning Board, UCPCOG employee
9. Motion to go into Closed Session pursuant to NCGS 143-318.11 (a)(6) to discuss personnel
10. Adjourn

The Board of Commissioners of the Town of Littleton held the regular monthly Roundtable Session on Thursday, January 17, 2019, at 6:30 pm at the Littleton Town Hall. Present were Commissioners Stephen Barcelo, Bonita Knight, Gerleen Pitchford, Don Spragins, and five members of the public. Mayor K. Owen Scott presided over the meeting.

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

Board Meeting Schedule for 2019- Commissioner Spragins made the motion, seconded by Commissioner Pitchford to move the Board meetings to the second and fourth Tuesday of the month effective April 9, 2019. The motion voted and carried unanimously.

Commissioner Pitchford made the motion, seconded by Commissioner Knight to appoint Commissioner Spragins as Mayor Pro Tempore. The motion voted and carried. Commissioner Spragins accepted contingent upon there being no conflict of interest with him also being Finance Commissioner.

IRS Penalty - Commissioner Spragins addressed the IRS worksheet. He explained with the government shutdown we were unable to speak with anyone in regard to the payments owed. He also explained the auditor, Larry Carpenter, recommended not paying anything until we received a bill. Mr. Carpenter also mentioned the IRS might wave part of the penalty and interest or none at all. Commissioner Spragins informed the Board after everything was settled with the IRS, the town would submit information to the insurance company for reimbursement. Commissioner Spragins also mentioned the end of the year report for 2017-2018 was to be presented tonight, but due to some pending information about the budget amendments it will be addressed at the next meeting. The year to date financial information for 2018-2019 will also be presented at the February meeting.

Second bill run for the month – Commission Pitchford made the motion, seconded by Commissioner Barcelo to pay bills for December, 2018, as presented. The motion voted and carried unanimously. A copy is hereby incorporated into the minutes.

Personnel Policy Resolution – Commissioner Barcelo made the motion, seconded by Commissioner Spragins to adopt Resolution R-2019-005, Littleton Personnel Policy. The motion voted and carried unanimously. A copy of the resolution is hereby incorporated into the minutes.

Advertising for Commissioner, Planning Board, and UCPCOG employee – Commissioner Pitchford made the motion, seconded by Commissioner Barcelo to place an advertisement in the Daily Herald, Littleton Facebook page and Town website, Piggly Wiggly, Littleton Hardware Store, Town Hall, Library, and Littleton Post Office for the position of Commissioner, Planning Board, and UCPCOG employee; and to have packets in regard to the positions readily available in the Town Hall office. The motion voted and carried unanimously.

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

At 7:27 pm the Board returned to Open Session.

Commissioner Pitchford made the motion, seconded by Commissioner Spragins to increase Chief Phillip Trivette’s salary from \$46,000 to \$48,000 per year effective February 1, 2019. The motion voted and carried unanimously.

Commissioner Spragins expressed interest in civic organizations being allowed to place signs by the Welcome to Littleton signs for people coming into the community to see the various organizations the town has. No action taken.

Commissioner Barcelo made the motion, seconded by Commissioner Knight to adjourn. The motion voted and carried unanimously.

Town Clerk