

Town Hall

112 East South Main Street

April 04, 2018 6:30 pm

MONTHLY BOARD MEETING

Call meeting to order 6:30 p.m.

Pledge of Allegiance followed by Invocation

Motion to approve the Agenda

Consider approval of Minutes of meeting(s) held March 2018

Consider approval and payment of bills made in March 2018

Adopt Police Department Budget Amendment

Consider Engineering RFQ – Mr. Randy Welch

Discuss Three Way Stop Church and North Main Streets

Adopt Southern Corrosion water tower maintenance 10 year contract extension

Announce Budget Work Session – April 24, 2018 7:00 p.m.

Citizen Concerns and Comments – Mr. Buddy Isles, Sr. - Greater Littleton Development Partnership
Vickie Wahl - Taxi Service

Commissioner Reports on activities in March 2018

Citizens Comments on Commissioner Reports – comments/questions- limited to 2 minutes.

Mayor’s remarks

Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(3)(6) to consult with attorney and discuss personnel.

Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Wednesday, April 04, 2018 at 6:30 pm at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Steve Barcelo, M. Bonita Knight, Clara Debnam, Donald Spragins and sixteen (16) 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 and followed with the invocation by Mayor Scott.

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

Commissioner Pitchford made the motion; seconded by Commissioner Spragins to approve the minutes of the March with two typo corrections to the work session minutes of March 13, 2018. The motion voted and carried unanimously.

Commissioner Spragins made the motion; seconded by Commissioner Barcelo to approve the payment of bills made during the month of March 2018. The motion voted and carried unanimously.

Commissioner Pitchford made the motion; seconded by Commissioner Spragins to approve the Police Department Budget Amendment. The motion voted and carried unanimously.

Consider Engineering RFQ – Mr. Randy Welch (SERCAP, Southeast Rural Community Assistance Project) presented score sheets for the two received Request for Qualifications for engineering services from Green Engineering, Inc. and Rivers & Associates, Inc. Mayor Scott remarked on the revaluation process and that Rivers and Associates presented more projects similar to the type needed for the Littleton waste water treatment plant renovations. Mayor Scott recommended the Board select Rivers and Associates. The Clerk shared that Keith Hamm also recommended Rivers and Associates. Commissioner Knight made the motion;

seconded by Commissioner Debnam to select Rivers and Associates, Inc. as the engineering firm for the Town of Littleton. The motion voted and carried unanimously.

Discuss three way stop at Church and North Main Streets – Mr. Buddy Isles (GLDP, Greater Littleton Development Partnership) addressed the Board on the impaired visibility at the intersection of North Main and Church Streets. The danger is magnified by the park at the intersection. Mr. Isles met with Mr. Franz Enders, (NCDOT engineer). Mr. Enders suggested the Board of Commissioners adopt a Resolution making the intersection a three way stop.

Adopt Southern Corrosion water tower maintenance 10 year contract extension – Commissioner Debnam requested the Board adopt the proposed contract extension presented by Southern Corrosion at the reduced rate of 9,533.00 per year. This contract would save \$20,930.00 over the life of the 10 year contract beginning FY 2018-2019. The Clerk commented that the contract had been reviewed by the town attorney. Commissioner Debnam made the motion; seconded by Commissioner Pitchford to adopt the 10 year contract extension from Souther Corrosion. The motion voted and carried unanimously.

The Mayor announced a **Budget work session** had been scheduled for April 24, 2018 at 7:00 pm. The meeting is open to the public.

Citizen Concerns and Comments – Mr. Ron Girdley (200 Roanoke Ave.) mentioned that he would like to see “Caution Children at Play” signs erected on all streets at the intersection of the park. He is concerned for the safety of children playing in the new park.

Mr. Buddy Isles, Sr. (GLDP) gave an update to the Board on the parking lot upgrades. Mr. Isles reported he had met with Duke Progress on additional lighting in the parking lot and requested the Board consider allowing a permanent stage (16’ x 30’) in the town parking lot. He announced the Lion’s Club had donated \$1000.00 to the parking lot grading and gravel upgrades. Mr. Isles also recommended altering parking along North Main Street to match the diagonal parking on North Main Street behind town hall. Mr. Isles reported Robert with Ben’s Creek Nursery is willing to relocate the trees to assist in the redesign of parking on North Main Street. Mr. Isles thanked Dan Long (NorthStar Industries), Tony Lindsey (SnapOnTools), Simmie Isles and John Rightmeyer (RMR) for their donations of time and equipment. Mr. Isles mentioned the GLDP group was assembled to bring likeminded individuals together to help Littleton grow. He asked the Board to consider a plan for a permanent stage to allow for additional functions throughout the year. The Mayor asked if the Town could have a list of all that had donated time, equipment and talents to this project. Mr. Isles asked the Board to consider new ordinances for No overnight parking in town parking lot and no four wheelers in town. He mentioned it would be disappointing to have worked this hard to have the alley and parking lot damaged. Clean up day approved by the Board for April 21, 2018. GLDP had adopted the week of April 21-28, 2018 for community cleanup. GLDP would like to rehabilitate and move the miniature replica of Littleton’s historical site, Person’s Ordinary to the other side of the street; a location closer to the park.

Mrs. Vickie Wahl – Taxi Service was not in attendance.

Commissioner Reports:

Street Report – Commissioner Barcelo reported he has been working on street lights with Buddy and Duke Progress. It may be as much as four months before the work beings. Pot holes should be reported to town hall. He is starting to get estimates for repairs. Commissioner Barcelo mentioned a new project of street sign updates. Some street signs are missing or in dire need of repair. He mentioned he plans to start cutting crepe myrtles next week. Brush and yard debris pickup continues and asked for all to keep debris clear of the storm drains.

Cemetery Report – Commissioner Knight reported she is accepting bids for lawn care maintenance at the cemetery. Cemetery was cut before Easter and the cemetery looks very good. Most of the seasonal decorations have been removed. A RFP notice will be added to the website. ***Action Item***

Water/Sewer Report – Commissioner Debnam read the water sewer report. A copy is hereby incorporated into the minutes. No sewer spills or overflows reported.

Police Report – Commissioner Pitchford read the Police Report for the month of March 2018, Littleton Township. A copy of the Police Report is hereby incorporated into the minutes.

Finance Report – Commissioner Spragins read the Finance Report for the month of March 2018. A copy is hereby incorporated into the minutes.

Citizens Comments on Commissioner Reports – Mr. Buddy Isles, Sr. mentioned the repair of the street signs was a project that Jim Skilton (Southern Corrosion) and his team were willing to pressure wash and repaint. Mr. Buddy Isles also suggested that a Mustang and Blue Jay somehow be incorporated into the park design to honor the former schools mascots.

Mrs. Evelyn Melton – inquired Commissioner Barcelo if debris cleanup is for yard debris or storm drain debris. Commissioner Barcelo explained that both were a priority. She added there are pot holes on Church Street.

Mr. Buzzy Parker – Trash pickup (service provided by Unity of the Carolinas under contract from Halifax County) for recycling and regular trash would be every Monday beginning July 1, 2018. Recycling pickup had been every other week. The Clerk thanked Mr. Parker for this information and we will post at Town Hall.

Action Item

Mayor's Remarks – Mayor Scott thanked Buddy Isles, Sr. and GLDP and sponsors for the amazing work they are doing. There is a community Cleanup day planned for Saturday, April 21, 2018. The Mayor then thanked Littleton's Saint Alban's Episcopal Church for their \$1400.00 donation for a picnic table and trash can to be placed in the park. The Mayor reminded all of the upcoming annual Ella Baker Day scheduled Friday, April 13, 2018 with events to be held in Warrenton, NC. The Mayor mentioned the Django Girls pre event reception this Friday at the Center for Energy Education in Roanoke Rapids, NC. Django Girls is an international joint event for Coding training to be held at the Littleton Town Center.

At 7:11 pm Commissioner Pitchford made the motion: seconded by Commissioner Barcelo to go into Closed Session pursuant to NCGS 143-318.11(a)(6) – To discuss a personnel matter. The motion voted and carried unanimously.

The Board returned to Open Session at 7:15 pm.

Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to hire Philip Trivette as part time Police Officer at the rate of \$12.50 per hour contingent on NC Department of Justice Training and Standards Division certification. The motion voted and carried unanimously.

With no further business Commissioner Pitchford made the motion; seconded by Commissioner Knight to adjourn the meeting at 7:19 pm. The motion voted and carried unanimously.

Clerk

General account of Closed Session

The Board discussed personnel issues related to the Police Department.