

TOWN OF LITTLETON
Board of Commissioners Work Session

05.21.2018

The Board of Commissioners of the Town of Littleton held a budget planning meeting on Monday May 21, 2018 at 6:00 pm. In attendance were Commissioners Gerleen Pitchford, Donald Spragins, Stephen Barcelo, Clara Debnam and Bonita Knight. A quorum was present. Keith Hamm, Dean McFaddin, Randy Welch, Philip Alston, Holly Barcelo were in attendance. Mayor Owen called the meeting to order at 6:00 pm.

Following discussion of the purchase of a new police cruiser and police department capital improvement plan; Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to purchase 2018 Dodge Charge Pursuit vehicle in the amount of \$29,640.00 from Performance Automotive (government sales) Clinton, NC. The motion voted and carried unanimously.

Commissioner Pitchford announced the Police Department had received a grant from Halifax Helps (Halifax Electric Coop) in the amount of \$900.00 for the purchase of two Nikon digital cameras, crime scene investigative kits and two way radios. Commissioner Knight made the motion; seconded by Commissioner Debnam to authorize the purchase of these items included in the grant of \$900.00. The motion voted and carried unanimously.

The Mayor introduced Mr. Randy Welch, Southeast Rural Community Assistance Program. Mr. Welch provided a water sewer rate study for services provided by Fund 30(water sewer). Mr. Welch explained based on the number of taps and the amount of water purchased from Halifax County annual revenues should be at \$462000.00 to meet current expenses and liabilities. According to the rate study, the town has been setting rates to meet expenses. Mr. Welch presented three rate increase scenarios to correct the situation. 1. 10% increase each year for the next five years, 2.. 20% increase year one, 10% each additional year for four years, and 3. rate increase based on restructuring rates to include a flat fee and usage charge per 1000 gallons. NC average water sewer bill is around \$50.00 per month. Current bill in Littleton is \$34.35. All commissioners agreed there will be severe cuts to fund 30 operating budget.

The complexity of the situation with Fund 30 is that the town is not currently placing any funds in depreciation or reserves. This will be necessary if the Board is planning on going forward with grant applications for new sewer treatment facility. Engineer indicated this process can begin within 2 year period.

Following lengthy discussion on residential, commercial and bulk rates with Keith Hamm, Commissioner Spragins made the motion; seconded by Commissioner Pitchford to use scenario 3. for rate increase to continue the budget discussions. The motion voted and carried unanimously.

The Board request a new meter be installed at Hardees.

Commissioner Spragins made the motion; seconded by Commissioner Pitchford to change Lassiter's Plant Farm from Bulk rate to Commercial rate. The motion voted and carried unanimously.

At 7:20 pm Keith Hamm presented to the Board necessary updates to the water sewer account application; \$5.00 availability fee should be renamed monthly fee , cannot compel applicants to provide social security number, suggested a higher deposit for applicants unwilling to provide. These updates need to be made to the application. The Board gave Holly Barcelo authorization to consult with attorney on the updates.

Keith Hamm then requested the Board allow him to change his hours to work 7:00 am – 3:30 pm so to not have to work during the heat of the day. Keith Hamm said that Philip Alston would still be available until 5:00 pm

daily. Commissioner Debnam made the motion seconded by Commissioner Barcelo to allow the change in Keith Hamm's working hours. The motion voted and carried unanimously.

Commissioner Barcelo made the motion; seconded by Commissioner Spragins to recess the meeting at 7:36 pm. The motion voted and carried unanimously.

05.24.2018

Reconvene town budget meeting 6:01 pm. Mayor Owen Scott, Commissioners Pitchford, Knight, Barcelo, Debnam and Don Spragins and Keith Hamm were in attendance.

NC DENR Notice of Violation 11/17 needs to respond asap tomorrow.

Commissioner Spragins – Budget discussions continue based on scenario 3. Flat rate increase. Lengthy, heated discussions on the water sewer proposed rate increase and the budget continued. Following the review of a proposal from Envirolink; the Board requested Envirolink be invited to make a presentation to the Board and be available for questions.

7:12 pm – Closed Session pursuant to NCGS Commissioner Barcelo made the motion; seconded by Commissioner Pitchford to go into Closed Session pursuant to NCGS 143-318.11(6) to discuss personnel. The motion voted and carried unanimously.

7:18 pm returned to open session. Commissioner Barcelo made the motion; seconded by Commissioner Pitchford to have ALL employees with the exception of the police department punch the time clock, in out and for lunch. This motion will be effective 05.29.2018. The motion included no time card, no pay. The motion voted and carried unanimously.

Commissioner Pitchford reviewed suggested changes to the Police Town Ordinance fines.

At 7:38 pm Commissioner Pitchford made the motion; seconded by Commissioner Knight to go into closed session pursuant to NCGS 143-318.11(6) to discuss personnel. The motion voted and carried unanimously.

The Board returned to Open Session at 7:51 pm.

With no further business the meeting adjourned.

Town Clerk

general account of closed session A discussion was held pertaining to a water sewer department employee.