

*Town Hall
112 East South Main Street
October 03, 2018*

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 September 2018
5. Consider approval for payment of bills made in September 2018
6. Proclamation – Wyanoke Study Club
7. Adopt Water Shortage Response Plan
8. Amendment to Code of Ordinances to Modify Designation of Regular Meetings
9. Consider Town Administrator Position
10. Citizen Concerns and Comments
 - i. Dr. Barbara Bradley-Hasty & Mr. Victor Marrow Halifax Community College
 - ii. Mr. Buddy Isles, Sr. – Greater Littleton Development Partnership
 - iii. Mr. Chester Williams – Community Celebration Election Day
11. Commissioner Reports on activities in September 2018
12. Citizens 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)(3) and(6)
15. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Wednesday, Oct 03, 2018 at 6:30 pm at the Littleton Town Hall. Present were Commissioners Stephen Barcelo, Clara Debnam, Bonita Knight, Gerleen Pitchford, Don Spragins, and twenty five (25) members of the public. Mayor K. Owen Scott presided over the meeting.

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

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

Proclamation – Wyanoke Study Club Mayor Scott read the declaration hereby included in the minutes declaring October 5th 2018 as Wyanoke Study Club day in honor of the clubs 110th anniversary. He presented the proclamation to President of the Study Club, Melinda Harris.

Commissioner Pitchford made the motion; seconded by Commissioner Debnam to approve the minutes of meetings held in September 2018. The motion voted and carried unanimously.

Commissioner Spragins made the motion; seconded by Commissioner Knight to approve the payment of bills for September 2018. The motion voted and carried unanimously.

Adopt Water Shortage Response Plan Mayor Scott explained that the plan is the Town’s response to a drought and an updated plan is required by law. Commissioner Debnam made the motion; seconded by

The Town of Littleton is an equal opportunity provider, and employer.

Commissioner Barcelo to adopt the Water Shortage Responses Plan. The motion voted and carried unanimously.

Amendment to Code of Ordinances to Modify Designation of Regular Meetings – Discussion was held regarding altering the designation of Work Sessions to Regular Meeting allows the Board to make and pass motions during those meetings. Commissioner Pitchford made the motion; seconded by Commissioner Knight to approve the amendment. The motion voted and carried unanimously.

Citizen Concerns and Comments –

- i. Dr Barbara Bradley-Hasty & Mr. Victor Marrow from Halifax Community College – Spoke about the programs of Halifax Community College, including the CNA pathway.
- ii. Mr. Buddy Isles, Sr. from GLDP – Spoke about the GLDP meeting schedule at 1st and 3rd Tuesday at 6:30 and have stopped separating business meeting from general meeting, instead only having 2 general meetings a month. He spoke about having the Continentals at the stage in the Municipal Parking Lot as a fundraiser to finish the stage. GLDP will also be working on adding gravel to the parking areas at the town park and in the area across from the hardware store. He requested a \$5,000 donation from the Town to help bridge the gap of the ultimate cost of the Parking Lot project and the grant received for the parking lot project.

Commissioner Barcelo made the motion, seconded by Commissioner Pitchford to donate \$5,000 to the GLDP for the Parking Lot project

- iii. Sylvia Alston – Spoke about the concerns about talk about a Town Administrator position. Informed the board that there is no current Budget vs Actual available since June 2018 and that the current Clerk is paid ten thousand dollars more per year than the previous clerk. She asked that the Commissioners take a more active role in their departments rather than hire a Town Administrator.

Commissioner Reports:

Street Report – Commissioner Barcelo reported that potholes were contracted to be fixed in town. He stated the contractor would be asked to come back and clean up some of the mess, asked that any missed potholes be reported. He stated that the cleanup on branches and trees after the storm was almost finished despite the large number of debris.

Commissioner Barcelo also stated that he was in touch with the DOT regarding a TAP fund which would give the Town an option to use those funds to retrofit curb ramps to ADA compliance. He had spoken to the Lions Club to move the electric at the Parking Lot to the Town account. Commissioner Barcelo also stated he had been in touch with Mothership Communications after the previous meeting to help bridge the digital divide and bring both broadband and cellphone connectivity in the Littleton area.

He announced that leaf pickup would commence and asked that the citizens continue to bag leaves so the street department could pick up the bags and that he would be looking at a leaf vacuum. He also stated that a local farmer was interested in taking the collected leaves, which would save gas and tipping fees for the Town.

Cemetery Report – Commissioner Knight reported that the cemetery had been mowed and that Ron Girdley had stepped down as cemetery superintendent. She made a motion to appoint Joseph Lee as the new Cemetery Superintendent; Commissioner Pitchford seconded. The motion voted and passed unanimously.

Water Report - Commissioner Debnam reported that the September water bill was an estimate because of a delay in the readings followed by a technical problem. Commissioner Debnam then read the water sewer report. A copy is hereby incorporated into the minutes. No sewer spills or overflows reported. She mentioned that there would be a discussion at the following meeting regarding waiving the late fees for this month.

Police Report – Commissioner Pitchford read the Police Report for the month of September 2018, Littleton Township. A copy is hereby incorporated into the minutes. She then reported a purchase of a new police car for \$29,467.93

Financial Report – Mayor Scott reported that a financial report is still not available for the month of September 2018 and that the board was aware of that and working to get the administrative staff caught up.

Citizens Comments on Commissioner Reports –

Commissioner Barcelo was asked about leaf pickup notices – he stated that when new information regarding leaf pickup was available he would post at Town Hall, Post Office, Facebook and the Town website.

A question was asked of Commissioner Barcelo regarding the Warren Street debris. He stated that the cleanup had been completed that day. The same person asked about people parked at Commissioner Barcelo's house.

Ms. Dorothy Eisenson asked Water Commissioner Debnam about how the bills were estimated. Holly Barcelo, the Assistant Clerk, explained that the estimate was a twelve month average billed at the new rate with the new minimum. She asked that any concerns about the average being skewed because of previous leaks be brought to her at Town Hall for adjustment.

Sylvia Alston asked about the Town Dump status and Mayor Scott and Commissioner Barcelo said they would follow up with Keith Hamm who is lead on the project. She also stated that Mothership Communications would be meeting with Carolyn Ross-Holmes in Warren County.

Mr. Parker asked if the current street department would be able to pick up the leaves as they are both women. Commissioner Barcelo assured Mr Parker that the current Street Department was more than up to the task.

Mrs. Heidi Hogan raised a concern about a bill for \$1750 for a CPA. Mayor Scott explained that a CPA was hired to help catch up for the end of year paperwork. Sylvia Alston asked if this was part of the audit line item. Mayor Scott clarified this is outside of that line item.

Ms. Ophelia Gould-Faison inquired about the state of the overgrowth on Ferguson St. that comes from abandoned property. Commissioner Barcelo thanked her for bringing it to his attention and stated he had been having conversations with Heidi Hogan regarding the same section of road. He said it was next on the list now that the storm cleanup was completed.

Citizen Concerns and Comments –

- iv. Chester Williams the CEO of ABC2 requested to hold the party at the polls in Littleton Municipal Parking Lot on November 6th, election day from 4pm to 7:30pm. This will be a non-partisan event, not pressuring people to vote but to encourage them to vote. There will be a bouncy house and a DJ. Full decision on the event was tabled until the next meeting.

Citizens Comments on Commissioner Reports –

Mrs. Heidi Hogan asked if it was still possible for people to have a yard sale on the first Saturday of the month. Mayor Scott assured her this was still the case, citizens just needed to sign up for a free permit at Town Hall. She also asked about the purpose of the blue barrels at the Town Parking Lot. Mr. Buddy Isles Sr. explained they are there to prevent large tractor trailers and equipment from entering the parking lot and damaging the blacktop.

Mayor's Remarks – Mayor Scott announced that the Wyanoke Study Club would have the celebration of their 110th anniversary on Friday at 2pm at the library. He also reminded the citizens that there are Town Ordinances about dog ownership. Dogs must be on leashes and not running loose. He advised the citizens to call 911 in the event of problems with pet ownership.

He also announced that the Continentals will be playing at the Town Parking Lot Friday Night with a fundraiser for the GLDP.

Mayor Scott than thanked the citizens for their patience with the new Water and Sewer rates and agreed that the changed is frustrating. He also said that despite that frustration it has been an exciting time in Littleton including a new Police Chief.

At 7:43 pm Police Chief Phillip Trivette was sworn in.

Consider Town Administrator Position –

Mayor Scott stated that as the Town has grown the responsibilities of the departments and the employees and officials have also grown. He stated that the possible responsibilities of the Town Administrator would be oversight of the employees.

Ms. Sylvia Alston raised a concern that the charter called for a Clerk, Attorney and Tax Collector. She said that the school of government recommends a Board of Commissioners as the government for a Town this size and expressed her concern that a Town Administrator would not be accountable to the citizens as an elected official would be.

Attorney Kris Gardner stated that the charter would need to be altered to hire a Town Administrator and that a Town Administrator would be accountable to the Board.

The Town Administrator discussion was tabled at 7:59pm.

At 8:00 pm Commissioner Barcelo made the motion: seconded by Commissioner Spragins to go into Closed Session pursuant to NCGS 143-318.11(a)(3)(6) – To consult with and to discuss a personnel matter.

The Board returned to Open Session at 8:59 pm.

Commissioner Pitchford made the motion; seconded by Commissioner Knight to change Wanda Clark, the Town Clerk's, hours from 40 hours to 10 hours in order to transition to a new Town Clerk. The motion voted and carried unanimously.

Commissioner Barcelo made the motion; seconded by Commissioner Debnam to post the Clerk position immediately. The motion voted and carried unanimously.

With no further business Commissioner Knight made the motion; seconded by Commissioner Debnam to adjourn the meeting at 9:01 pm. The motion voted and carried unanimously.

Assistant Town Clerk