

*Town Hall*

*112 East South Main Street*

**March 07, 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  
 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 February 2018  
 Consider approval and payment of bills made in February 2018  
 Adopt Street Closing (temporary) Ordinances –  
 O-2018-01 / Patriotic Parade O-2018-02 / Littleton Festival  
 Adopt Fuel Card Policy  
 Miles Street Water Sewer Project  
 HCIA – Legislative Goals  
 Schedule Budget Work Session – March (?)  
 Citizen Concerns and Comments – Mr. Buddy Isles, Sr. – Greater Littleton Development Partnership  
 Commissioner Reports on activities in February 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

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The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Wednesday, March 07, 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 twenty (20) 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 Knight made the motion; seconded by Commissioner Debnam to approve the Agenda. The motion voted and carried unanimously.

Commissioner Debnam made the motion; seconded by Commissioner Spragins to approve the minutes of the February meeting as presented. The motion voted and carried unanimously.

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

**Adopt Street Closing (temporary) Ordinances** – O-2018-1 / Patriotic Parade Following the reading of the ordinance by the Mayor, Commissioner Spragins noted the needed correction of the time from am to pm. Commissioner Pitchford made the motion, seconded by Commissioner Debnam to adopt Ordinance **O-2018-01** for the Littleton Patriotic Parade from 10:00 am – 11:00 am. The motion voted and carried unanimously.

Following the reading of the ordinance by the Mayor, Commission Pitchford made the motion, seconded by Commissioner Debnam to adopt Ordinance **O-2018-02** for the Littleton Lake Gaston Festival as requested by the Littleton Lions Club. The motion voted and carried unanimously.

**Adopt Fuel Card Policy** – Commissioner Pitchford reminded the Board of the discussion to issue fleet fuel cards for town operated vehicles. The policy will allow use of the cards at 99% of the gas stations nationwide. Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to adopt this fuel card policy. The motion voted and carried unanimously. A copy of this policy is hereby incorporated into the minutes.

**Adopt Zoning Ordinance – Z-2018-001** Rezone (Parcel #07-00111) 125 & 127 West Main Street, Littleton. Following the recommendation of the Littleton Planning Board's recommendation to change the property zoning from light industrial to commercial; Commissioner Pitchford made the motion; seconded by Commissioner Spragins to adopt Zoning Ordinance, Z-2018-00. The motion voted and carried unanimously.

**Miles Street Water Sewer Project** – Commissioner Debnam explained with the assistance of Water Sewer Superintendent Keith Hamm that a 2" water line needed to be placed along Miles street from Johnston Street to connect properties located at 100 (Kearney) & 104? (Johnston) Miles Street to water and sewer on Miles Street rather than as currently connected to lines on Halifax Street and Johnston Street. Following discussion on the flow of sewer lines; the Board agreed to continue to move forward on the project as approved at the Work Session on February 13, 2018.

**HCIA Legislative Goals** – Commissioner Spragins brought concern before the Board of the DRAFT of the annual HCIA legislative goals strike "Littleton is Not in favor of by-pass" as written in the draft proposed by Halifax County. It should read "Littleton is not opposed to using existing right of way to widen US Hwy 158". The clerk was instructed to contact Halifax County Managers office with this change. \*\*\*Action Item\*\*\*

**Schedule Budget Work Session** – Following discussion led by Commissioner Spragins the Board agreed to schedule a work session to discuss 2018-2019 budgets on March 27, 2018, 7:00 pm.

#### **Citizen Concerns and Comments –**

Mr. Buddy Isles, Sr. spoke on behalf of the GLDP – Greater Littleton Development Partnership. Mr. Isles updated the Board on the town parking lot project. He reported that RMR (Rightmyer Machine Rentals) donated time and equipment to grade the alley, parking lot and the CSX parking lot. RMR added 10 loads of Crush and Run gravel at a cost of \$3000.00 plus tax. The GLDP is accepting donations from area businesses and community groups to pay for the gravel. Mr. Isles also reported GLDP is researching a three or four way stop at the intersection of North Main and Church Streets. GLDP is requesting permission from the Board to relocate the landscaping at that intersection to allow for additional parking spaces. GLDP is also requesting permission to remove the two remaining trees in the parking lot due to tree roots breaking up the asphalt. Commissioner Barcelo agreed the trees should be removed if the parking lot is to be paved. Commissioner Pitchford made the motion; seconded by Commissioner Knight to remove the two remaining trees in the town parking lot. The motion voted and carried unanimously. The GLDP is discussing ways to replant trees in planter boxes for shade options in the parking lot.

#### **Commissioner Reports:**

**Street Report** – Commissioner Barcelo reported that he and Matt Johnston recently attended a class on the correct way to trim the crepe myrtles downtown. The street crew would begin removing the small river stones at the base of the crepe myrtles in the planters along the sidewalk and replace with mulch. And it is time to start spraying weeds. Commissioner Barcelo has submitted a work order to Duke Progress for downtown lighting assessment to add illumination in the darker areas of town. He reported meeting with NC DOT representative who advised they will be removing the wooden stair structure from the rail road bed to the Littleton Town Center. They will upgrade the guardrail and smooth the banks for mowing ease. They also discussed adding a

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sidewalk along US Highway 158 beside the Baptist Church. Commissioner Barcelo thanked Buddy Isles for the working with Rightmyer Machine Rentals on the town parking lot project.

**Cemetery Report** – Commissioner Knight reported she is accepting bids for lawn care maintenance at the cemetery. A 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 February 2018, Littleton Township. A copy of the Police Report is hereby incorporated into the minutes. Commissioner Pitchford reported the Police Department had successfully relocated to its temporary location at the Littleton Town Center.

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

**Citizens Comments on Commissioner Reports** – Mr. Keith Hamm asked a question on the street closing ordinance for the Littleton Lake Gaston Festival. Mr. Hamm is concerned festival street closures in front of his building result in lost business on those days.

Mr. Emory Nagy (Tri-Lakes Flooring 100 East South Main Street) inquired how many police officers are on duty during the day, week? His concern was regarding the recent shots fired incident on February 14, 2018. Commissioner Pitchford replied that Littleton Police Department is not funded to provide 24/7 police coverage. However, Halifax County is always on call to assist in any emergency in Littleton.

Mr. Buddy Isles inquired on the status of condemning properties and if there is a list of properties that are delinquent on their taxes? Mr. Isles also request Board permission to declare a clean-up week in April for volunteers to assist homeowners in clean-up projects. It was agreed to add this to the March work session agenda. The clerk reported seven certified letters had been sent and a public hearing scheduled for March 26, 2018. Commissioner Pitchford confirmed there is a list of delinquent property tax owners.

Commissioner Pitchford added that she had obtained three bids to replace the broken HVAC unit at town hall. A 2 ton Trane unit estimate from Air Boss (\$4403.00) and Patton Mechanical (\$5280.00) Roanoke Valley Heating and Cooling quoted a Champion unit (\$3888.00). Commissioner Pitchford made the recommendation and motion to approve the purchase of the 2 ton Trane unit in the amount of \$4403.00 to be paid from the building maintenance fund. Commissioner Spragins seconded the motion with a unanimous vote in support of the Air Boss estimate.

**Mayor's Remarks** – Mayor Scott remarked Mrs. Sabina Gould, former Commissioner passed away last week at 100 years of age. He thanked her for her many years of support and service to the Town of Littleton. And he led a moment of silence in memory of Mrs. Gould. Mayor Scott also thanked Mr. Buddy Isles and GLDP for their work in cleaning up the town parking lots.

At 7:25 pm Commissioner Barcelo made the motion: seconded by Commissioner Spragins 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 7:37 pm.

Commissioner Pitchford made the motion; seconded by Commissioner Barcelo to promote Officer Dean McFadden to Sergeant. The motion voted and carried unanimously.

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

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Clerk

\*\*\*General account of Closed Session\*\*\*

The Board discussed personnel issues related to the Police Department personnel.