

TOWN OF LITTLETON

10.17.2017

Board of Commissioners Work Session

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, October 17, 2017 at 9:00 am. In attendance were Commissioners Gerleen Pitchford, Heidi Hogan, Donald Spragins, Sylvia Alston, and Clara Debnam. A quorum was present. Mayor Ron Girdley called the meeting to order at 9:01 am. Mr. Jim Skilton and Mr. Michael L. Douglas, P.E., both with Southern Corrosion were also in attendance. Town Attorney, Kris Gardner was conferenced in via telephone.

Mr. Skilton introduced Michael Douglas, P.E. and offered to do a **water and sewer system assessment** for the Town at no charge. Mr. Douglas, formerly with NC DEQ is willing to do an asset inventory of Littleton water and sewer system and make recommendations for repair or improvements (an action plan). Mr. Skilton explained that Southern Corrosion is testing and developing this service as a prototype for other municipalities. Commissioner Hogan suggested this would be an asset to Littleton. Jim Skilton offered to donate a bottom dwelling mixer to be placed in the water tank to control TTHM's in the water supply. Attorney Kris Gardner requested a meeting be held between Keith, Kris and Southern Corrosion prior to a sewer assessment. Kris Gardner completed the phone call at 9:30 am. Jim Skilton offered the possibility of some manpower (occasionally) to assist with the assessment so to not interfere with Keith Hamm's or the department's regular schedule of work. Commissioner Hogan made the motion; seconded by Commissioner Debnam to accept the offer from Southern Corrosion. The motion voted and carried unanimously. Mr. Skilton, Mr. Douglas and Keith Hamm were excused from the meeting at 9:49 am.

HCIA Legislative Goals – The Board was in agreement with the HCIA legislative goals with the exception of US Hwy 158. The Board of Commissioners is not in favor of a By Pass around Littleton. Commissioner Hogan suggested striking NC Small Town Main Street Program and request support for improving sidewalks. And to also request increased financial support for sidewalks, curb and gutter on North and South Main and Hwy 903 curb and gutter. Under redevelopment programs for small towns request support to initiate programs adding funding for small towns. And to request more support for state controlled roads. Commissioner Hogan made the motion; seconded by Commissioner Alston to make the requested changes and Clerk to notify Halifax County Managers Office. The motion voted and carried unanimously.

Commissioner Hogan requested consideration of a **Budget Amendment** for the Streets department. She requested \$1000.00 be debited from contracted services with \$700.00 credited to part time salary and \$300.00 credited to supplies. She noted most of the supply expense is for weed killer. Commissioner Hogan made the motion; Seconded Alston to approve the budget amendment. The motion voted and carried.

Commissioner Hogan made the Board aware that the Affinity Living Group (senior assisted living facility) construction project was nearing completion in Scotland Neck. She hoped that Affinity would now turn their interest to Littleton to house an additional 60 beds in Halifax County. She suggested someone from Littleton contact Affinity. Don Spragins said he would call the contact in Gaston, NC. Mayor Girdley suggested someone from Littleton attend the Grand Opening in Scotland Neck, NC.

USDA Police Dept rehab project – Commissioner Pitchford updated the Board on the application process with USDA. With the assistance of SERCAP, Katherine Bradford, the application was submitted at the end of September. She reported the total project \$315,000.00 had been submitted. The USDA grant/loan match could be as much as 85% (USDA grant) and 15% (Littleton loan). Pair Management, owners and managers of the Littleton Town Center have provided a proposal to lease a space to the Littleton Police Department during the construction process for \$200.00 per month including utilities.

Commissioner Pitchford updated the Board on the status of the two properties located at the southwest corner of Warren and Ferguson Streets. She reported she has been working with the property owners regarding loitering and the owners wish to demolish the two houses. Commissioner Pitchford has contacted Mr. Booth regarding testing of the properties for lead and asbestos prior to demolition or a fire department training fire to clean up the property. The owners of the property have agreed to contract the removal of any lead and asbestos found directly with the Mr. Booth.

Harris Masonry – Commissioner Hogan updated the Board that the replacement of sidewalk between 207 and 215 Mosby Avenue was complete. She reported the home owners were very satisfied with the work.

Alfred Cooke Dam– Commissioner Hogan updated the Board on the status of the dam removal on the property of Alfred Cooke on 210 Mulberry Street. Commissioner Hogan reported she had contacted NCDENR who indicated the Town of Littleton does not need to remove the dam. A 30” pipe under the road would allow storm water to move more freely under Mulberry Street to prevent flooding in neighbor’s yard. Keith Hamm indicated that was not an option as the water sewer lines are not deep enough to accommodate a 30’ pipe. Kenneth Hawkins (KPH Construction) had already ordered a 30” pipe for the project and the town may be charged a restocking fee to return it.

Ordinance Update –Jim Skilton and Bob Burke are reviewing the Land Use Ordinances and will meet with Commissioner Hogan. They request that Holly Barcelo be available to type the updated ordinances. Commissioner Alston would like to set the date for a Public Hearing public review, legal review and Board review. Heidi will follow up with all parties for review update and ETA target public hearing date. Is electronic copy ok for Board review? Printed copies would be available for public review prior to a public hearing date. Commissioner Alston would like to schedule Public Hearing on November 8. Commissioner Alston made the motion; seconded by Commissioner Hogan to authorize an additional 8 hours to work exclusively on ordinance typing on October 28, 2017. The motion voted and carried unanimously.

SERCAP workshop – Commissioners Debnam and Pitchford and Owen Scott, Keith Hamm and Wanda Clark attended a workshop last week in Raleigh where assessment management tools were discussed and available from the USDA and the EPA. This is similar to the program offered by Jim Skilton and Southern Corrosion.

Littleton Pocket Park – survey – the recent survey conducted by Jonathan Waters revealed that a shed and fence on the property of Gail Moore Johnson (property owner of record), are located on town property. The town agrees to allow the building to remain but if the building is ever replaced or the property sold, then they must comply with setbacks and easements. An easement of 10’ on the newly acquired town property was used as an alley to the loading dock of the former building. The Town can remove fence. Commissioner Alston requested the Clerk follow up with the town attorney to initiate a letter to inform the property owner. Commissioner Alston has contacted Dominion Power, Bobby Johnson and they are willing to contribute the outdoor classroom feature of the park for actual financial cost. Dominion Power may also be able to offer manpower to assist with the installation of equipment within the park. Commissioner Alston reported she is investigating placing a security light at the outer limits of the park property but did not want it to be too bright for the neighbors. The Clerk was asked to send the Memorandum of Understanding to LuAnn Bryan regarding Commissioner Alston’s continuing role as Project Director following the end of her elected term in November 2017. Commissioner Alston added that the paths and roads at the cemetery and the area of kudzu adjacent to the park were recently sprayed with strong, effective weed killer.

Commissioner Alston submitted a written report on the current status of the Cremation Project and the Parks and Recreation Project – a copy is hereby incorporated into the minutes.

Town Dump – Mayor Girdley reported he had recently spoken with Keith Hamm on the Littleton landfill project. Keith had reported to him that one additional test is still in process.

Commissioner Pitchford mentioned she is researching a whole building generator in case of a long term power outage for the town hall. She is obtaining quotes from electricians and suppliers of a Generac generator. Commissioner Pitchford advised she will report back to the Clerk and if all information is ready the issue may be added to the November 2017 Agenda for review and adoption.

With no further business the meeting adjourned at 10:55 am.

Town Clerk