

Town Hall
112 East South Main Street
November 02, 2017

MONTHLY BOARD MEETING

1. Call meeting to order 4:00 p.m.
2. Pledge of Allegiance followed by Invocation
3. Motion to approve the Agenda
4. Consider approval of Minutes of meeting(s) held October 2017
5. Approval for payment of bills made in October 2017
6. Adopt Memorandum of Understanding Rural Planning Program, NC Dept of Commerce
7. Adopt ZO-17-002 Rezone Ordinance Parcel #07-04165
8. Adopt Resolution Requesting Services of the NC Main Street and Rural Planning Center-
9. Audio Recordings of Public Meetings Board of Commissioners
10. Adopt Resolution for purchase of Town Hall generator
11. Cost of Public Hearings
12. Encroachment on town property purchased for the Littleton Pocket Park
13. Citizen Concerns and Comments – Mr. Jamie Riggins – Flooding Mulberry Street
14. Commissioner Reports on activities in October 2017
15. Citizens Comments on Commissioner Reports – comments/questions - limited to 2 minutes.
16. Mayor’s remarks
17. Motion to go into Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel
18. Adjourn

The Board of Commissioners of the Town of Littleton held the regular Monthly Board meeting on Monday, November 02, 2017 at 4:00 pm at the Littleton Town Hall. Present were Commissioners Gerleen Pitchford, Sylvia Alston, Heidi Hogan, Clara Debnam, Donald Spragins and six (6) members of the public. Mayor Ron Girdley presided over the meeting.

Mayor Girdley called the meeting to order at 4:00 pm. The meeting opened with the Pledge of Allegiance. Mr. Keith Hamm followed with the invocation.

Commissioner Alston 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 Hogan to approve the minutes of the October meetings. The motion voted and carried unanimously.

Commissioner Hogan made the motion; seconded by Commissioner Spragins to approve the payment of bills made during the month of October 2017. The motion voted and carried unanimously.

Adopt Memorandum of Understanding Rural Planning Program, NC Department of Commerce, Rural Economic Development Division, NC Main Street and Rural Planning Center – Commissioner Hogan explained this was for the planning services provided by NC DOC and led by Mr. Lee Padrick. Commissioner Alston made the motion; seconded by Commissioner Hogan adopting this memorandum. The motion voted and carried unanimously.

Adopt Zoning Ordinance ZO-17-002 Rezone parcel 07-04165 from Light Industrial to Commercial. Following discussion that other parcels in that area are zoned Commercial; Commissioner Hogan made the motion; seconded by Commissioner Spragins to adopt ZO-17-002 to change the zoning from Light Industrial to Commercial. The motion passed unanimously.

Adopt Resolution requesting services of the NC Main Street and Rural Planning Center – Commissioner Hogan explained this is a supplement to the Rural Planning. Commissioner Hogan made the motion seconded by Commissioner Alston to adopt the resolution. The motion voted and carried unanimously.

Audio recordings of Public Meetings – Commissioners Alston expressed concern that the Board of Commissioners does not have a policy regarding the audio recordings of Public Meetings. Commissioner Alston then made the motion to preserve the audio recordings for a period of ten (10) years. The Mayor then asked for a second to the motion. Commissioner Hogan seconded the motion. Commissioner Spragins inquired “what was the normal amount of time other municipalities are keeping audio recordings?” Commissioner Alston further explained that this is entirely a Board decision. The motion voted and carried unanimously.

Purchase of Town Hall Generator - Commissioner Pitchford presented to the Board that she had researched purchasing a whole building gas generator for the town hall. Commissioner Pitchford made the motion; seconded by Commissioner Alston to purchase a 27 KW Generac generator from City Electric in Roanoke Rapids, NC in the amount of \$9565.00 to be paid from Fund Balance. The motion voted and carried unanimously. Commissioner Pitchford then made the motion; seconded by Commissioner Alston to authorize Andrews Electric to install in the amount of \$2496.15. The motion voted and carried unanimously.

Cost of Public Hearings - Commissioner Alston updated the Board on conversations and emails with Town Attorney Kris Gardner concerning the review, public hearings and adoption of revised ordinances. She reported based on costs provided by town clerk, \$190.00 an hour for legal review, approximately \$700.00 to have the attorney present at the public hearings and public notices in the paper. Based on these costs, the total of the 39 ordinances rewritten could be as much as \$38, 259.00 plus open ended attorney fees to review all the ordinances individually. Commissioner Alston suggested a more cost effective way of adopting and legal review is to review in totality rather than by each revised ordinance. Thus one public hearing, adoption, and send to the legal company for the codifying process. Following Commissioner Alston’s comments, Commissioner Spragins made the motion; seconded by Commissioner Pitchford to table the issue to the work session to obtain more information. The motion voted and carried 3/2 vote with Commissioners Spragins, Pitchford and Debnam voting in support and Commissioners Alston and Hogan voting in opposition of the motion.

Encroachment on town property– Commissioner Alston explained the Town had purchased 5 parcels from Jack and Kathy Lafoon for the building of the town pocket park. She further explained a fence would be required around the perimeter once the park is complete. The recent survey showed a fence and shed partially located on the easement between the two properties. Commissioner Alston made the motion, seconded by Commissioner Hogan to hold off on sending a letter written by town attorney Kris Gardner for an additional 10 days until as Commissioner Alston continues attempts to discuss the matter with the adjacent property owner. The motion voted and carried unanimously.

Citizen Concerns and Comments – Mr. Jamie Riggins, 207 Mulberry Street, Littleton, NC stated he had a few questions. Commissioner Hogan explained the town originally planned to remove the dam on Mr. Cooke’s property. Commissioner Hogan then reported she had spoken with NCDENR who admitted they have no authority over the dam on Mr. Al Cooke’s property. Mr. Jamie Riggins inquired if it is the dam or flow of water under the road the cause of the flooding. Currently 2 - 15’ pipes under the road have not alleviated the problem. Commissioner Hogan noted installing a single 30’ pipe is not an option as the water and sewer lines under Mulberry Street will not accommodate a 30” pipe. Commissioner Hogan reported the town has sprayed weed killer along the road banks up to about 10’ from the road onto Mr. Cooke’s property to clear the overgrowth of vegetation to allow free flowing water.

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Commissioner Reports:

Parks and Recreation – Commissioner Alston then updated the Board that she has will be advertising for park equipment and installation and will need 660 linear feet for fencing. Bobby Johnson has offered to build the outdoor classroom at a considerable savings to the town. And she has someone who will do the signage at no charge. She said the project is closer now than it ever has been. She mentioned she is hopeful to have children in the park by spring.

Cemetery Report – Commissioner Alston reported that the cremation garden was nearly complete. Ms. Lollie Johnston, Mr. Matt Johnston, and Mr. Gordon Gray assisted with the survey, lay out and permanently marked the cremation garden at Sunset Hill Cemetery. Commissioner Alston reported that Joseph Lee is placing salvaged bricks around the garden. She reported Olde South Property had recently mowed. She reported that the Street employees had sprayed weed killer. Commissioner Alston then made the motion; seconded by Commissioner Hogan to adopt the Cremation Garden consisting of 55 cremation lots at Sunset Hill Cemetery. The motion voted and carried unanimously. The cremation garden of 55 lots at \$500.00 each increases the value of the cemetery \$27,500.00. Commissioner Alston provided the plat map of the Cremation Garden to the Clerk for the permanent record.

Street Report – Commissioner Hogan reported the town contracts for eight (8) leaf vacuum pickups each year. She reported she is waiting to initiate pickups until more leaves have fallen from the trees. Commissioner Hogan said notices of scheduled pickups will be posted at the town hall, the post office, the library and the town website. She request that brush or pine straw not be mixed in with the leaves as the vacuum equipment is unable to pick up those items. She then mentioned the brush collection in Littleton continues with street maintenance employees. Commissioner Hogan reported the Halifax County Extension Service is sending an additional tree expert to inspect the trees in the town parking lot for trimming. And lastly she reported that Duke Progress Energy will install the new parking lot light pole and add additional lights after November 14th. She added the work should be completed by the first of the year. Commissioner Altson inquired if they were also looking into installing lights for the pocket park. Commissioner Hogan acknowledged that she was.

Water/Sewer Report – Commissioner Debnam read the water sewer report. A copy is hereby incorporated into the minutes. No sewer spills or overflows reported. Commissioner Alston inquired for clarification how the water meters were read and how the readings were then billed to the customer. She inquired if there was a current problem or issue with the meter reading process? Water Sewer Superintendent Keith Hamm explained that the meters are read with a hand held auto read wand. This generates a report that is uploaded into the RVS billing system. The handheld unit displays a reading or error while at the customer's meter. If an error is noted the meter is reread at that time. If there is still a problem after the upload they will revisit the meter to manually read the displaying numbers. The last displayed number of previous month should be the same number as the current month. Mistakes or errors can happen at the meter, auto reader, upload or human error. Commissioner Alston said she appreciated the insight into the meter reading process.

Police Report – Commissioner Pitchford read the Police Report for the month of October 2017, Littleton Township. A copy is hereby incorporated into the minutes.

Finance Report – Commissioner Spragins read the Finance Report for the month of October 2017. A copy is hereby incorporated into the minutes.

Citizens Comments on Commissioner Reports –

Mr. Keith Hamm requested permission from the Board to enter a float into the Christmas Parade from the water sewer department. Commissioner Alston made the motion; seconded by Commissioner Hogan at no cost to the town or the water sewer department. The motion voted and carried. Mr. Hamm explained the float would include an outhouse and a Charlie Brown Christmas tree.

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Mayor's Remarks –He reminded all to vote Election Day, November 6th. Mayor Girdley then thanked the Town of Littleton, the Police Department, and the Friends of the Library for making Halloween Trick or Treat a big success. Mayor Girdley thanked the citizens of the Town of Littleton, the Commissioners and the Clerk for their support during his term as Mayor.

At 5:15 pm Commissioner Hogan made the motion: seconded by Commissioner Debnam to go into Closed Session pursuant to NCGS 143-318.11(a)(6) – To discuss a personnel matter.

The Board returned to Open Session at 5:32 pm.

Commissioner Alston made the motion; seconded by Commissioner Hogan to temporarily assign Holly Barcelo full time Clerk effective November 15, 2017 until a fulltime Clerk is employed. The motion voted and carried

Commissioner Alston then made the motion; seconded by Commissioner Debnam to employ Wanda Clark part time beginning November 15, 2017 at the hourly rate of \$20.00 per hour between five and not to exceed ten hours per week during the transition. The motion voted and carried.

Commissioner Alston made the motion; seconded by Commissioner Hogan to advertise the position of Town Clerk using the former help wanted ad for the clerk in 2013 from now until December 1, 2017. The position should read the Town Clerk/Finance Officer and the position will remain open until filled. The motion voted and carried.

With no further business Commissioner Alston made the motion; seconded by Commissioner to adjourn the meeting at 5:41 pm. The motion voted and carried unanimously.