

TOWN OF LITTLETON

05.16.2017

Board of Commissioners Work Session

The Board of Commissioners of the Town of Littleton held the regularly scheduled work session on Tuesday, May 16, 2017 at 9:00 am. In attendance were Commissioners Gerleen Pitchford, Heidi Hogan, Sylvia Alston, Clara Debnam and Don Spragins. A quorum was present.

Mayor Ron Girdley called the meeting to order at 9:01 am.

Budget (FY 2017-2018) – Commissioner Spragins presented a proposed FY 2017-2018 Budget to the Board for consideration. Discussions continued through each department and line items of concern. It was agreed to have the Budget Hearing on Monday June 5, 2017 at 6:15 pm and the Clerk was instructed to authorize to publicize.

Property Tax Consideration – Dennis and Joanne Kimble, 246 East Halifax Street, Littleton. At 10:03 am Dennis and Joanne Kimball presented their case to the Board of Commissioners to consider the fact that their property sits on the Town/County Line. Their request is for both real estate and personal property to be assigned only County Taxes. In the past they have never been charged real estate town tax. They are currently being billed personal property for the Town. Commissioner Alston made the motion, seconded by Commissioner Pitchford to not charge Town of Littleton property tax (personal or real estate). The motion voted and carried unanimously. The Clerk was instructed to send a letter to Halifax County Tax Office on the Board's ruling.

Take Home Car Policy – Commissioner Hogan had questions regarding vehicle maintenance and who was allowed an assigned vehicle. It was agreed to change the wording on Section 1- PURPOSE – change from “members” to “Police Officers”. Discussion was held on the amount of time it takes away from ON DUTY in town when vehicle maintenance is done out of Littleton. Discussion was held on the miles driven out of Littleton for take home vehicles. Discussion was held on what time an officer actually comes ON DUTY when getting in the vehicle or when arriving at town limits. An officer is ON DUTY when he signs on with Halifax Central when in the Town limits. The Board was reminded a take home vehicle policy would help attract and retain officers. Discussion was held on the number of officers ON DUTY. Concerns on maintenance were discussed and all police vehicles will have a Maintenance Log. Take Home vehicles will only be assigned to Fulltime officers only. Section 4 – PROCEEDURES, change from “private garage” to a “reputable Chief approved garage” Commissioner Alston made the motion, seconded by Commissioner Pitchford to accept the Littleton Police Department Assigned Vehicle Policy with the mentioned changes. The motion voted and carried. Commissioners Pitchford, Debnam and Alston voted in favor, Commissioner Hogan and Spragins opposed. Commissioner Spragins said he was in favor of a take home policy but not 100% clear on the changes to the policy and vehicle maintenance issues. Following discussion Chief Bowens reminded the Board the current challenges of the Police Department are due to the lack of manpower. Commissioner Spragins shared his support of Chief Bowens and understood the challenges of being short staffed.

Police Department Items – Commissioner Pitchford requested the Board consider replacing the current analog radio system with a new digital radio system. Commissioner Alston made the motion, seconded by Commissioner Spragins to upgrade the police department radio system, in the amount of \$5707.00. All radios, handheld and vehicles would be digital. The motion carried unanimously. Commissioner Pitchford requested approval to purchase computer mounts in installed in the vehicles in the amount of \$1391.00. Commissioner Alston made the motion, seconded by Commissioner Spragins to authorize the purchase. Commissioner Pitchford presented estimates for repairs to the PD Crown Victoria in the amount \$749.00 for new striping and Littleton PD marking, rear bumper repair estimate in the amount of \$462.00, Commissioner Alston made the motion, seconded by Commissioner Spragins to authorize the striping repair in Roanoke Rapids and bumper repair with Buddy Isles Automotive in Littleton. Finally minor paint repairs on the new Dodge (chief Bowens) car were not approved.

At 11:26 am motion to go into **Closed Session** pursuant to NCGS 143-318.11(a)(6) to discuss personnel made by Commissioner Hogan, seconded by Commissioner Debnam. The motion voted and carried unanimously. Discussion was held concerning a part time applicant for the police department.

The Board returned to **Open Session** at 11:33 am. Commissioner Alston made the motion, seconded by Commissioner Pitchford to hire Travis Clark part time police officer at the rate of \$12.50 per hour contingent on NC Dept of Justice Training and Standards Division approval. The motion voted and carried unanimously.

Municipal Storage Building – Commissioner Hogan presented estimates from River City Storage Buildings for a 20’ x 21’ metal building in the amount of \$4065.00 on concrete slab 20 x 21 costing an additional \$2490.00. Commissioner Hogan presented an estimate for a utility trailer size 5’ x 12’ for the street department at \$1549.00. Concerns were voiced on the small size and should she consider a larger trailer. Commissioner Alston made the motion, seconded by Commissioner Hogan to give Board authorization spends no more than \$8500.00 on the building, concrete pad and trailer. Motion voted and carried unanimously. Commissioner Hogan was requested to research security fencing for placement around the building to be located at the near the water tower.

Gaming Applications – Commissioner Alston made the motion, seconded by Commissioner Spragins to deny Gaming Applications for Erica Johnson and Teresa Sykes. The motion voted and carried unanimously. The Board requested the Clerk consult with the Town Attorney to determine if they can update the Ordinance to never allow gaming establishments in the town limits.

NC 811 Membership Application – Commissioner Alston made the motion, seconded by Commissioner Debnam to join NC 811. The motion voted and carried unanimously.

Littleton Board Appointments – Following recent communications with the Town Attorney the Clerk informed the Board of Commissioners that it is required to have two separate Boards (Adjustments and Planning). However the two Boards can have the same members (appointments) if the Board of Commissioners prefers. Commissioner Alston made the motion, seconded by Commissioner Hogan to reappoint Clyde Johnston, Mike Currin and Fred Weber to the Board of Adjustments. The motion voted and carried unanimously.

Code Enforcement – The Board requested the Town Clerk make an official request to Tony Brown, Halifax County Manager, for a Face to Face meeting with the Littleton Board of Commissioner for clarification on authority from Halifax County, on Housing Code Enforcement Authority. The Town Clerk should also invite County Commissioners Vernon Bryant, Carolyn Johnson, and Patrick Qualls regarding Halifax County Planning Department responsibilities.

Lastly Commissioner Alston brought to the attention of the Board her concern on five 55 gallon drums containing hazardous waste in the warehouse to be demolished for pocket park. It was recommended she contact Halifax County and NC DENR for direction on how to dispose of these drums. Commissioner Spragins made the motion, seconded by Commissioner Hogan to allow her to spend no more than \$1000.00 to remove at the direction of the experts. If it is expected to be greater than \$1000.00 she should return to the Board of Commissioners for additional approval. The motion voted and carried unanimously.

With no further business, at 12:22 pm Commissioner Pitchford made the motion, seconded by Commissioner Spragins to adjourn the meeting. The motion voted and carried unanimously.

Town Clerk