

**TOWN OF PLYMOUTH MEETING MINUTES**  
**APRIL 11, 2023 – VIA COUNCIL CHAMBERS AND ZOOM**  
**7:00 p.m.**

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**I. CALL TO ORDER – Mayor Brian Roth**

Mayor Roth called the meeting to order and welcomed all attendees. Councilman Wobbleton led with prayer and Mayor Roth led the Pledge of Allegiance.

PRESENT	ABSENT	COUNCILMEMBER
X		Mayor Roth
X		Mayor Pro-Tempore Spencer
	X	Councilman Boston
X		Councilwoman Byers
X		Councilman Tharps
X		Councilwoman Williams
X		Councilman Wobbleton

**II. APPROVAL OF THE AGENDA**

Mayor Roth asked Council and staff if there were any additions or deletions to the agenda. Town Manager Floyd stated that a Resolution for Participation in the Harbor Town Project be added as well as a budget amendment. Mayor Roth stated that the Resolution should be added under Old Business and the Budget Amendment be added to the Consent Agenda after Town Manager Floyd explained that the item was already on the agenda and that it needed to be replaced with what was previously sent to the Council. Councilwoman Byers stated that she needed to speak with Town Manager Floyd and Town Clerk Wallace about both of the March minutes, and because it would take a while she would like to discuss the approval of those minutes at the April meeting. The minutes for March were removed from the consent agenda. A motion was made by Councilman Wobbleton to approve the Agenda with the revisions. The motion was seconded by Councilwoman Byers. The motion passed unanimously.

**III. SPECIAL PRESENTATIONS**

Former Councilwoman Teel was asked to step forward. Mayor Roth thanked her for service on behalf of the Council and the Town of Plymouth and presented her with a commemorative plaque.

**IV. PUBLIC HEARINGS - None**

#### **IV. PRESENTATIONS TO THE COUNCIL – Mr. Lou Manring on behalf of a Dog Park**

Mayor Roth invited Mr. Lou Manring, President of the DDA to the podium. Mr. Manring recapped the history of the idea of having a Dog Park in downtown Plymouth and gave a presentation of a new location; including the interest shown in having the park; the amount of traffic that would be steered downtown; the funds that have been raised and donated to the DDA on behalf of the Park, as well as an upcoming grant; the concerns that have been raised, and the role that he is asking for the Town to play. After extensive discussion which included the suggestion of setting up a dog park in another area to which Mr. Manring responded that if the dog park is not located downtown, the DDA will not assist with funding it, a motion was made by Councilwoman Williams to have staff look into the park area and come back to the Council with more information with a second by Councilman Wobbleton. The motion passed unanimously.

#### **VI. PUBLIC COMMENT**

The Town Clerk reported that she had not received any requests for public comment.

#### **VII. DEPARTMENT REPORTS**

##### **1. Financial Report – For the period ending March 31, 2023**

Town Manager Floyd provided a report that the Town is nine months in, and revenues and expenditures should be approximately 75% collected and spent. She then reported on the revenues and expenditures for the Town's General and Enterprise Funds. Town Manager Floyd stated that the Finance Officer will follow up with an answer to Mayor Pro-Tempore Spencer's question regarding the Town Attorney's line item.

##### **2. Police Department**

Chief Willie Williams reported on the number of shots fired in the Town limits and had an extensive discussion with Council about the issue including being diligent about giving the Council updates when these instances occur. Chief Williams also updated the Council on the upcoming community events that are being scheduled because of the increase. He assured the Council to the best of his ability without divulging information that could compromise investigations that the Department is not only doing its best, but has been working with the SBI, and other state departments.

##### **3. Town Projects/Public Works:**

Public Works Director Wright presented his report which included an update on the Water and Sewer VUR grant submissions, PARTF grant submission and AIA grant award.

Streets:

- Pothole Patching

Buildings and Grounds:

- Picking up litter around town
- Cleaned downtown flower beds

Water:

- Repaired leaks at the following addresses:
  - 20 Golf Road
  - 402 Madison Street
  - 101 Hopkins Lane
  - 122 Hazel Street
  - 103 Hoggard Court
  - 306 West Water Street
  - 315 West Water Street

Sewer:

- Cleared out sewer blockages at the following addresses:
  - 105 Golf Road
  - 306 West Avenue
  - 902 E. Main Street
  - 113 Adams Street
  - 205 West 4<sup>th</sup> Street
  - 210 Gavin Road
  - 109 Freeman Court
  - 120 Luvera Street
  - 902 East Main Street
  - 107 Darby Circle
  - 313 Golf Road
- Replaced sewer line to sewer main at 205 West 4<sup>th</sup> Street

WWTP:

- N/A

Pump Stations

- N/A

Sanitation

- Posted an RFP for Solid Waste Collection

#### 4. Code Enforcement:

Code Enforcement Officer Brown presented the report for the month of March 2023:

- Move Outs
  - Four – contacted all of the homeowners and homeowners took care of them
- Dilapidated Houses
  - Demolished Properties (in process):
    - 203 West Avenue
    - 303 West Avenue
    - 305 West Avenue
- Abandoned Vehicles
  - Three notices sent; three have been taken care of
- Grass and Weed Nuisance
  - Six complaints; six positive responses
- House Nuisance
  - Three notices sent; received two positive replies
- Ordinance Complaints
  - Six complaints with three positive responses. Three are still active.

Code Enforcement Officer Brown reported that DOMTAR has volunteered and started clean up at Pettigrew Park.

#### 5. Fire Department

Captain Jeff Arnold reported that the Fire Department has been busy and responded to a construction fire in which one person was saved and one person was lost. He stated that the Fire Department will be asking for extra funds. Captain Arnold reported that the Fire Department staff has been reduced due to the lack of recruits. He also reported that the request for funds will help store both fire trucks and equipment in one place on US Hwy 64, where the main building is located.

All other reports were included in the agenda package.

### **VIII. CONSENT AGENDA**

The consent agenda included:

#### **A. ADOPTION OF 2022 CAPITAL IMPROVEMENTS PLAN REPORT (PRESENTED TO COUNCIL AUGUST 8, 2022)**

Town Manager Floyd explained that this plan needs to be approved so that it can be submitted with the Water and Sewer VUR grant applications. She explained that because it was not included, the Town lost some points in the last application. A motion was made by Councilman Wobbleton to approve the 2022 Capital Improvements Plan Report with a second by Mayor Pro-Tempore Spencer. The motion passed unanimously.

**B. ADOPTION OF RESOLUTION NO. 2023-08 AUTHORIZING AN APPLICATION TO THE STATE OF NORTH CAROLINA FOR A 2023 WATER SYSTEM IMPROVEMENT GRANT**

Town Manager Floyd explained that this is to authorize a grant which will total \$13 million dollars for water system improvement. A motion was made by Councilman Wobbleton to approve an application to the State of North Carolina for a 2023 Water System Improvement Grant with a second by Mayor Pro-Tempore Spencer. The motion carried unanimously.

**C. ADOPTION OF RESOLUTION NO. 2023-09 AUTHORIZING AN APPLICATION TO THE STATE OF NORTH CAROLINA FOR A 2023 WASTEWATER SYSTEM IMPROVEMENT GRANT**

Town Manager Floyd explained that this is to authorize a grant which will total \$13 million dollars for wastewater system improvement. A motion was made by Mayor Pro-Tempore Spencer to approve an application to the State of North Carolina for a 2023 Wastewater System Improvement Grant with a second by Councilwoman Williams. The motion carried unanimously.

**D. DISCUSSION/ADOPTION OF ORDINANCE NO 2023-04 AN ORDINANCE AMENDING GRANT PROJECT ORDINANCE 2023-04 FOR CSLFRF FUNDS AMENDING AND REQUEST FROM THE PLYMOUTH VOLUNTEER FIRE DEPARTMENT**

Town Manager Floyd explained the ARP funds would be amended to authorize the request the Fire Department is making to finish their building in the amount of \$21,039.40, which is also a budget amendment in the agenda package. A motion was made by Councilwoman Williams to approve amending the Grant Project Ordinance with a second by Councilwoman Byers. After discussion, the motion passed unanimously.

**E. APPROVAL OF BUDGET AMENDMENT NO. 2023-06 (FIRE DEPARTMENT)**

Town Manager Floyd explained that the budget amendment goes along with the amendment of the ARP funds. A motion was made by Councilwoman Byers to approve Budget Amendment No. 2023-06 with a second by Councilman Wobbleton. The motion passed unanimously.

## **F. APPROVAL OF BUDGET AMENDMENT NO. 2023-07 (FLEET MAINTENANCE)**

Town Manager Floyd explained that additional funds are needed for automobile insurance expenses and maintenance of equipment. A motion to approve budget amendment No. 2023-07 was made by Councilwoman Williams with a second by Mayor Pro-Tempore Spencer. The motion passed unanimously.

## **IX. OLD BUSINESS**

### **A. GOLDEN LEAF FLOOD MITIGATION AND RECOVERY PROGRAM**

Public Works Director Wright explained that he is following up with the Council to explain the guidelines to apply for the Golden Leaf program. He stated that the application is very extensive. After further discussion, it was decided to work with Jamie Heath from the Mid-East Commission as she has assisted the Town in securing a grant from the North Carolina Resilient Coastal Communities Program. Public Works Director Wright suggested that the Council allow the grant to be carried out and then approach Golden Leaf as the Town would be better prepared and Golden Leaf does not have a cut-off date for their Flood Mitigation and Recovery Program.

### **B. DMV**

Town Manager Floyd explained that she previously reported that she would like to look into the Town providing space for the DMV at the Town Hall. She reported that she is still in the process of gathering information; however, she knows that Town Hall will need to be ADA compliant and the restrooms at Town Hall are currently not ADA compliant. She will continue to look into the proposal and potential costs and will report it to Council in a future meeting.

### **C. COUNTY-WIDE ELECTED OFFICIALS EVENT**

Upon discussion of the event, it was decided that it should be held quarterly on the 3<sup>rd</sup> Thursday. The Town of Plymouth will host the first event, scheduled for July 20<sup>th</sup>. A discussion took place as to where the meeting should be hosted and how payment for the meal would be handled.

### **D. BUDGET CALENDAR**

Town Manager Floyd discussed the budget calendar so that the Council can familiarize themselves with the draft budgets that they will receive and subsequently meet about. She reported that staff will meet with Department Heads in preparation for budget discussions. Town Manager Floyd asked that the Council feel free to call and ask any questions they might have.

## **E. RESOLUTION FOR PARTICIPATION IN THE HARBOR TOWN PROJECT**

Mayor Roth updated the Council about the project, its potential, and possible challenges. He also stated that support of an application for funds from the Golden Leaf Foundation from the five towns in the Harbor Town Network of which Plymouth is one is needed. He then asked Public Works Director Wright to explain the foot traffic going to and from the boat as well as ideas to alleviate ADA issues. After discussion, a motion was made by Councilman Wobbleton to approve a Resolution of Support of the Harbor Town Application with a second by Councilwoman Byers. The motion was approved unanimously.

After discussion of a visitor's center along with its possibilities, a motion was then made by Councilwoman Williams to identify the old fire station as an option for a visitor's center with a second by Councilman Wobbleton. During the discussion it was brought up by Mayor Pro-Tempore Spencer that local citizens should be included in the decision on the usage of the space. The motion carried unanimously. Mayor Roth stated that he will follow up with Mr. Tom Harrison, who is working with the Harbor Town group.

## **X. NEW BUSINESS - None**

## **XI. TOWN MANAGER'S REPORT**

Town Manager Floyd gave an update regarding the PARTF Grant and how the staff is working with the Wooten Company to complete it and answered questions about the timeline.

## **XII. TOWN ATTORNEY'S REPORT**

Attorney Isenberg shared that she would share additional information with the Council in closed session.

## **XIII. ANNOUNCEMENTS FROM MAYOR AND COUNCIL**

Mayor Roth made announcements about the Community Clean Up Day on Saturday, April 22nd; the Police Department will be participating in the Gang Awareness Training event sponsored by the schools that will include a unity walk; Dr. Juanita Moss will hold a meet and greet and book signing on Friday, April 21<sup>st</sup> at 3:00 p.m. at the Port O'Plymouth Museum; Town Manager Floyd announced that NC Works will hold a Career Expo April 20<sup>th</sup> at the Cooperative Extension Building.

## **XIV. CLOSED SESSION**

A motion was made by Councilwoman Williams to enter into closed session under N.C.G.S. 143-318.11(a)(3) to consult with an attorney employed or



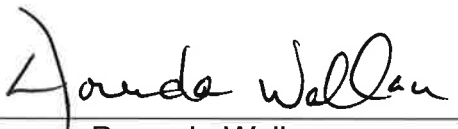
retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged with a second by Councilman Wobbleton. The motion carried unanimously.

A motion was made by Councilwoman Williams to return to Open Session with a second by Mayor Pro-Tempore Spencer. The motion passed unanimously.

#### **XIV. ADJOURNMENT**

There being no further business, a motion was made by Councilwoman Williams to adjourn with a second by Councilman Wobbleton. The motion passed unanimously.

Respectfully submitted,

  
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Dorenda Wallace  
Clerk

  
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Brian Roth  
Mayor