

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

I. CALL TO ORDER – Mayor Brian Roth

Mayor Roth called the meeting to order and welcomed all attendees. Mayor Roth then announced that Councilwoman Williams will be joining the meeting via ZOOM and will be able to participate in discussions; however, she will not be able to participate in any voting. Mayor Roth also announced that Town Attorney Isenberg will be joining the meeting via ZOOM. Councilman Wobbleton led with prayer. Mayor Roth led the Pledge of Allegiance. Councilman Wobbleton acknowledged the memory of the September 11, 2001 attack and those that lost their lives.

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

II. APPROVAL OF THE AGENDA

There being no changes, a motion to approve the agenda was made by Mayor Pro-Tempore Spencer with a second by Councilman Tharps. The motion passed unanimously.

III. PRESENTATIONS TO COUNCIL - None

IV. PUBLIC COMMENT - None

V. DEPARTMENT REPORTS

1. Financial Report

Town Manager Floyd gave the Finance Report for the period ending August 31, 2023. Councilwoman Byers asked about the stormwater drainage due to recent increase of rain. Public Works Director Wright explained that the streetsweeper has been used three times a week to clean gutters. Public Works Director Wright explained the different types of debris and materials

that are found once the gutters are cleaned out and how flooding happens when 4 inches of rain falls in a short period of time. He reported that a Resilient Coastal Communities Program (RCCP) meeting will be held on October 4th that will address drainage issues. Town Manager Floyd explained that RCCP will draw up a plan for the Town regarding the drainage.

2. Police Department

Chief Williams reported that things have calmed down in the community. Chief Williams also reported that indictments have been given to those that were mainly responsible for shootings, information is still being gathered on past shootings and arrests are expected to be made in the near future. Chief Williams stated that Faith and Blue have already made a difference by assisting in improving the community and also reported on an upcoming meeting about the event that will be held on October 7th. Chief Williams asked for everyone's involvement and stressed the importance of the elected officials, leaders, and faith-based community coming to the event, showing their support, and speaking in order to show unity.

NOTE: For the record – Councilman Boston arrived at 7:18 p.m.

Town Manager Floyd echoed Chief Williams' about elected officials speaking. The event will begin at 11:00 a.m., and there has been a block of time set aside for the elected officials to speak. Town Manager Floyd also mentioned the need for volunteers. Town Manager Floyd commended Chief Williams and the Police Department in that they are doing a good job even though they are short-staffed. Chief Williams reported that there are two new hires in the pipeline. Mayor Pro-Tempore Spencer also commended Chief Williams for the work that is taking place with Faith and Blue. She stated that unfortunately, due to conflicts with her schedule she was not able to attend a meeting; however, Mayor Pro-Tempore Spencer reported that she attended a meeting with the new school Superintendent, and they talked about vocational classes. She reported that the Superintendent's biggest obstacle is not having space to hold vocational classes. Mayor Pro-Tempore stated that she also spoke with Town Manager Floyd about the topic and the two of them talked about a few locations around the Town that the school and Community College might be able to temporarily house those programs. Mayor Pro-Tempore Spencer reported that there is funding available for high school age students up until the age of 26 that will give them the opportunity to learn a trade. Chief Williams spoke of how important an opportunity this is, as it will give young people something positive to do.

3. Town Projects/Public Works

Streets:

- Mowing right of ways

- Street Sweeping
- Installed new speed bump on Gurkin Lane

Buildings & Grounds:

- Pressure washed park bathroom, bulkhead, marina, and Town docks
- Installed trash cans in Pettigrew Park

Water:

- Repaired leaks at:
 - 412 3-1/2 Street
 - 108 Thomas Street
 - Old Town Apartments
- Repaired 1 inch water line on Hyman Lane

Sewer:

- Cleared out blockages at:
 - 412 East 3rd Street
 - Food Lion
 - 333 West Avenue
 - 167 Hwy 64 West

WWTP

- N/A

Pump Stations

- Pulled pumps on:
 - Golf Road
 - Pines Elementary
 - Northeast Drive
 - Old Roper Road

Sanitation

- N/A

Public Works Director Wright then reported on Town Projects.

- Wastewater Treatment Plant Rehabilitation
 - Project close out is in process
- Viable Utility Grant (Water and Sewer)
 - Public Works Director Wright stated that he is still waiting for instructions as to what to do with the funds. He stated that he placed a call to the Wooten Company to obtain pricing for water and sewer in the Golf Road Country Club area and explained that it is hard to read meters in that area. Public Works Director Wright also reported about a grant from CDBG for water. The

application is due October 1st and will only pertain to water. He asked that pricing for the little Richwood area be looked into for that particular grant due to water leaks. Mayor Roth asked if the intent is to apply for the \$3 million CDBG grant. Public Works Director Wright stated that is the intent; however, he will bring it back to the Council first. He added that Hyman Lane would be included as there are several issues with leaks in that area as well.

- Domtar Restrooms
 - Waiting on trustee's approval
- Wilson Street Park Renovation
 - Public Works Director Wright reported that there will be a meeting later in the week with Councilwoman Williams and Town Manager Floyd to discuss options because the Town was not awarded a PARTF grant.

Mayor Pro-Tempore Spencer asked about pulling the pumps on Golf Road and if this is for the residents. Public Works Director Wright explained that these are the pumps and lift stations for the sewer lines and that what happens is somehow, rags are stuck in the stations. He gave an example of Old Roper Road and that somehow mop heads are flushed down a toilet and stuck in the pumps that are located at the bottom of the lift stations and explained the method used to pull a pump out in order to clear it as well as the different areas that the pumps service. Councilwoman Williams asked about the area on Fourth Street that floods to the point that it is hard to drive through. Clarification was made that Fourth Street flooding is related to stormwater. Concern was also raised about the number of times that the Old Roper Road pump has to be cleared. Town Manager Floyd clarified that the Pump Station list contained in the report is not prioritized. Public Works Director Wright stated that the pumps stations are taken care of when the issue has been identified.

- HMGP (FEMA) Generators
 - Project is in close out status
- AIA Sewer Grant
 - Manhole inspection completed
 - Lift station inspection completed
 - Smoke testing was completed on the south side of the highway earlier than expected. The only issues were that there were some clean out caps missing, and repairs needed for the sink hole in the ground near Roses. Public Works Director Wright reported that he needs to check out an area on Gleaves Road

as well. There are three service lines in Liverman Heights where the caps that are missing were because they were mowed off as well as two others in a different area. Smoke testing will begin to take place in a different area of Town from east to west.

- Bulkhead Pump Out Station
 - Contract approval will be discussed later in the meeting

Public Works Director Wright then reported on a mobile App called Plymouth Connect through GoNotify. The App can be downloaded to mobile phones and if email addresses are provided, he can send emergency alerts, for example a water main break, or road repairs to the phones and/or email address. He reported that the GoGov team will take care of marketing to the public. Town Manager Floyd stated that part of the plan is to have representatives come to demonstrate how it works to the Council and the public.

Mayor Roth stated his concern regarding the condition of the streets in the Ridgeway – Gavin area. Public Works Director Wright stated that there are several areas in that condition and how they can be spot paved however, if these areas are paved completely and have to be torn up in order to fix leaks money will be wasted.

Councilwoman Williams stated that some citizens have called her about Cambell Street and how badly it floods. Public Works Director Wright stated that this is yet another area where the water lines have to be repaired often. He also reported that is one of the areas that is being considered for the CDBG grant application.

Public Works Director Wright introduced Mr. Richie Roberts who works with Sanitation. Mr. Roberts came to receive feedback. Councilman Tharps pointed out that there were a lot of things dumped at the end of Mackey's Road going into Main Street. Mr. Roberts stated that he would check on it the next day. Mayor Roth asked if Mr. Roberts had any suggestions, to feel free to communicate them with the staff as well as the Sanitation Company so that a better system can be created. Town Manager Floyd commended the Company for the work they are doing. Councilman Boston told Public Works Director Wright that he noticed that there needs to be a better job of beautifying Melvin Cordon Park. Town Manager Floyd spoke to how hard the crew is working to do so and brought up the idea of hiring two more employees to assist with all of the parks, as well as the maintenance buildings, the bulkhead, and the highway.

4. Code Enforcement

Code Enforcement Officer Brown is attending a class this week; however, his report is included in the agenda package.

5. Fire Department

The report from the Fire Department is included in the agenda package.

VI. CONSENT AGENDA

The consent agenda included:

A. APPROVAL OF AUGUST 14, 2023 REGULAR TOWN COUNCIL MEETING MINUTES

A motion to approve the August 14, 2023 Regular Town Council Minutes was made by Councilman Boston with a second by Councilman Wobbleton. The motion passed unanimously.

B. APPROVAL OF AUGUST 31, 2023 SPECIAL TOWN COUNCIL MEETING MINUTES

A motion to approve the August 31, 2023 Special Town Council Meeting Minutes was made by Councilman Wobbleton with a second by Councilman Boston. The motion passed unanimously.

C. RESOLUTION NO. 2023-15 – SALE OF REAL PROPERTY 203 WEST AVENUE

Mayor Roth asked Town Manager Floyd to address this issue. Town Manager Floyd reported that the Town and County own the property jointly. The property was foreclosed on and will be advertised for sale. A motion was made to approve Resolution No. 2023-15 by Councilman Wobbleton with a second by Councilman Boston. The motion passed unanimously.

D. RESOLUTION NO. 2023-16 – PARTICIPATION IN DEBT SETOFF PROGRAM

Mayor Roth asked Town Manager Floyd to address this issue. She explained that anything \$50.00 or more that is owed to the Town can be reported to the Department of Revenue and any revenue that comes through the state such as tax returns and lottery winnings can be remitted to the Town. After discussion, a motion was made to approve Resolution 2023-16 by Councilman Boston with a second by Councilman Tharps. The motion passed unanimously.

E. ORDINANCE NO. 2023-07 – PUMP OUT STATION

Mayor Roth asked Public Works Director Wright and Town Manager Floyd to address this issue. Town Manager Floyd explained that the project will be funded by DEQ in the amount of \$20,000.00 with a cash match from the Town in the amount of \$14,103.32 and an in-kind match of \$289.44. She further reported that \$5,000.00 has been included in the budget for this project and the remaining funds of \$80,000 is expected from The Harbor Town Project, Inc. Public Works Director Wright stated that the Town might have to add an additional \$1,600.00. He also explained that the amount of in-kind has been reduced by the grantors, which is why that number is low. A motion was made to approve Ordinance 2023-07 by Councilman Wobbleton with a second by Councilman Boston. The motion passed unanimously.

F. ORDINANCE AMENDMENT NO. 2023-08 – FIRE DEPARTMENT AND BUILDINGS AND GROUNDS

Town Manager Floyd reported that the next item on the agenda goes along with Item **G. (BUDGET AMENDMENT NO. 2023-11 – FIRE DEPARTMENT AND BUILDING AND GROUNDS)** and will address that item first. The Council previously approved \$40,000.00 in ARP funds for the renovation of the Town Hall in preparation for DMV and the Fire Department needs an additional \$8,835.00 to run electricity to the new building. Finance Officer Wallace explained that the amount needed to run electricity to the new building for the Fire Department was due to a miscalculation and although the Council approved \$40,000.00 in ARP funds, it was not allocated in the Ordinance. A motion to approve Budget Amendment No. 2023-11 was made by Mayor Pro-Tempore Spencer with a second by Councilwoman Byers. The motion carried unanimously.

A motion was made by Mayor Pro-Tempore Spencer to approve Ordinance Amendment No. 2023-08 with a second by Councilwoman Byers. The motion passed unanimously.

VII. OLD BUSINESS

A. STREETSCAPE

Town Manager Floyd reported that a Request for Qualifications will be sent out in order to get the project underway.

B. WATER STREET DOG PARK

Town Manager Floyd explained that the Council had previously approved a memorandum of understanding with the DDA. It was presented to the DDA President for execution; however, he did not sign it because he wanted to change the language and add years to the agreement. The way that the agreement is written now can be interpreted to mean that when the fences are installed, the Town can turn around and remove them. She continued to explain that because the DDA is donating \$12,000.00 they would like to have

the park intact for at least five years. Attorney Isenberg spoke about the agreement and its use for public purpose as well as the choices available to the Council. After discussion with Attorney Isenberg that included language that will protect both parties, Town Manager Floyd stated that she will meet with the DDA President and Town Attorney to come to a resolution. Mayor Pro-Tempore Spencer asked about any sanitation issues. Public Works Director Wright stated that the Town would have to run a water line to the park.

C. PUMP OUT FERRY SYSTEM GRANT CONTRACT

Town Manager Floyd explained that this item is the agreement authorizing execution of the grant. A motion was made to approve authorization of the grant agreement for the pump out system by Councilman Wobbleton with a second by Councilman Boston. The motion passed unanimously. Mayor Roth pointed out the paperwork for the grant and the complexity of what staff deals with and commended staff for their work.

D. IMPLEMENTATION OF IT PLAN

Mayor Roth asked Town Manager Floyd to address this issue. She reported that she met with Eric Koss of the Soundside Group and asked that they present a five year plan so that the Town can replace equipment on a scheduled cycle. Town Manager Floyd stated that she is going to ask for updated quotes and bring them back to the Council for approval.

E. CAMA LAND USE PLAN

Town Manager Floyd asked that the Council review the plan and schedule a time for a presentation to be made to the Council. She stated that a presentation for CPNI should be scheduled as well. Dates chosen were September 28th at 6:00 p.m., or September 26th at 6:00 p.m., or September 25th at 6:00 p.m.

F. CPNI SPECIAL MEETING

See above paragraph.

VIII. NEW BUSINESS

A. AMERICAN LEGAL PUBLISHING (UPDATE OF ORDINANCES)

Town Manager Floyd explained that the Town of Plymouth's Ordinance book needs updating. Finance Officer Wallace obtained some quotes from American Legal Publishing our Ordinance/Codification company that the ordinances are coded through. Town Manager Floyd explained the process and reported that it would cost \$15,400.00 to update the book. Updating the book includes examination of state laws, legal review, formatting, printing, and adding them online. Town Manager Floyd stated that staff would like permission to use some

of the unassigned ARP funds to update our ordinance books. Mayor Roth asked if there were any other options. Town Manager Floyd stated that the LGC recommends them, and the Planning Board needs to be included in the process as well. Councilwoman Williams stated that she feels this is needed. Mayor Roth stated that updating the ordinance book is a big deal and that now is the time to take the opportunity for the Council to make suggestions for strategies for the Town, for example, about parking, and to write the Ordinances in the way to empower the employees to enforce rules and fines. Councilwoman Byers made a motion to advance the project of updating the Town Ordinance Book with a second by Councilman Wobbleton. During the discussion, Mayor Pro-Tempore Spencer asked what the process is for adding future ordinances. Town Manager Floyd explained that ordinances can be updated annually. The process will take nine to twelve months for the recodifications. Councilwoman Williams asked if there is a charge each year for revisions. Town Manager Floyd stated that it depends on the number of revisions that are submitted. Attorney Isenberg reminded any to send her any proposed contracts. Mayor Roth strongly suggested that the Council begin to think about the changes that need to be made. Town Manager Floyd stated that each department will receive a section and bring their suggested changes back to the Council. The motion passed unanimously.

IX. TOWN MANAGER'S REPORT

Town Manager Floyd reported that staff began working on the audit last week. Finance Officer Wallace shared the timeline.

Town Manager Floyd gave an update on the timeline for the DMV. Councilwoman Williams asked about renovations for the Town Hall. Town Manager Floyd explained that the staff is waiting for the plans, which should be ready in approximately two weeks. She also reported that staff have taken notary classes, and three are awaiting their classes, after which DMV training will take place for three weeks. Town Manager Floyd reported that DMV wants the Town to start up November 27th or December 4th.

Councilman Boston asked about any updates for the hospital. Attorney Isenberg reported that she has reached out to the Office of Rural Health and is awaiting their reply. He voiced his concern that he had heard from some constituents that they have not been paid and have lost insurance as well. Mayor Roth asked that Attorney Isenberg convey that information to the State agency as well as a shortage of supplies.

X. TOWN ATTORNEY

Attorney Isenberg reported that she continues to work with staff on other issues as they arise. Mayor Pro-Tempore Spencer asked for an update on the curfew ordinance. Town Manager Floyd stated that the Police Department is still

gathering data on different age groups and times that incidents took place, and at this point, it would be best to move forward. Attorney Isenberg stated that she is happy to look at what they have at this point. Mayor Pro-Tempore Spencer made the point that the entire Town should be considered and not just sections of Town.

XI. ANNOUNCEMENTS FROM MAYOR AND COUNCIL

Councilman Boston announced that Plymouth Branch 53034 NAACP Banquet will be held at the Eastern North Carolina General Assembly and invited the Council. It will be held on October 21st at 6:00 p.m.

Mayor Roth announced that the commissioning of the USS Jack Lucas will be held on October 7th at 10:a.m. and will be tentatively hosted by the Washington County Marines at Sam Styons building. It will also be live-streamed.

Faith and Blue will be held October 7th from 11:00 a.m. – 6:00 p.m. at Flowers Park.

XII. ADJOURNMENT

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

Respectfully submitted,


Dorenda Wallace
Clerk


Brian Roth
Mayor