

**TOWN OF PLYMOUTH MEETING MINUTES
MAY 9, 2022 – VIA COUNCIL CHAMBERS AND ZOOM
7:00 p.m.**

- I. CALL TO ORDER** – Mayor Vershumn Hawkins – 7:00 p.m.
The Mayor opened the meeting and welcomed all attendees that were in person and via ZOOM. Mayor Hawkins called the meeting to order and then asked the Town Clerk to proceed with a Roll Call:

PRESENT	ABSENT	COUNCILMEMBER
X		Councilwoman Brooks
	X	Councilman Arnold
	X	Councilwoman Byers
X		Councilwoman Teel
X		Councilwoman Williams
X		Councilman Wobbleton
X		Mayor Hawkins

The opening prayer was offered by Councilwoman Teel, followed by the Pledge of Allegiance led by Mayor Hawkins.

II. APPROVAL OF AGENDA

Mayor Hawkins asked the Council if they had any changes to the agenda. There being no changes, Councilman Wobbleton made a motion to approve the agenda with a second by Councilwoman Teel. A roll call vote was taken. Motion passed 4-0.

III. PUBLIC HEARINGS

**A. PUBLIC HEARING/DISCUSSION/CONSIDERATION OF THE PROPOSED
FY 2022 – 2023 BUDGET**

Mayor Hawkins opened the Public Hearing A and asked if any citizens wanted to speak either in person or via ZOOM. There being no speakers, Mayor Hawkins closed Public Hearing A.

IV. PRESENTATIONS TO COUNCIL

A. MR. TOM HARRISON, UPDATE ON THE 2022 B'AIR FESTIVAL

Interim Town Manager Layton informed the Council that he told Mr. Harrison he could arrive at approximately 7:15 p.m. Mayor Hawkins asked the Council they would be in agreement to continue with the meeting and

move Mr. Harrison further down the agenda upon his arrival. The Council agreed.

V. PUBLIC COMMENTS

Mayor Hawkins asked the Clerk if she had been contacted by any citizens to request to speak to Council. The Clerk responded that she had received no requests.

VI. DEPARTMENT REPORTS

1. Financial – The Finance Officer presented the report for the period ending April 30, 2022:

	Budgeted	Expenses	Variance
General Fund (10)	\$3,124,734.00	\$2,253,878.16	\$870,855.84
Water Fund (61)	\$1,417,219.00	\$1,157,266.07	\$259,952.93
Sewer Fund (62)	\$1,009,103.00	\$794,850.65	\$214,252.35
Solid Waste Fund (66)	\$582,500.00	\$445,526.88	\$136,973.12
Stormwater Fund (67)	\$110,000.00	\$77,358.14	\$32,641.86

The Finance Officer also reported that preliminary meetings had taken place Jeff Best, and that the 2020-2021 audit is about to begin. She also showed the Council the Town's new website and stated that it will be launched at the end of this week or the beginning of next week. Interim Town Manager Layton added that as time allows, more information will be added to the site. He stated that the intent is to make it more user friendly. Councilwoman Teel asked the Finance Officer if citizens would have the capability of paying utility and tax payments online in the near future. The Finance Officer stated that it may not be the near future, but in the future.

2. Tax/Utility Collections. Ms. Nadine Moore was not available to report the following: 1390 utility bills were mailed on April 29, 2022 with a due date of May 16, 2022. The amount billed was \$232,877.81. 1346 payments were received for a total of \$202,366.69. 62% of customers paid on time and 38% did not. 47 payments were received for property and vehicle taxes in the amount of \$31,670.81. Delinquent tax payments covering the period of 2015 – 2021 were in the amount of \$489,353.40. Mayor Hawkins asked the Council if they had any questions relative to the report, and if anyone would like to request the report to contact the office.

3. The Director of Public Works reported:

- On-going projects: WWTP Plant Rehabilitation: The project close out is in process. CDBG: The SCADA server has been installed. There are two electrical issues with the chlorine pump and a water sensor in the East Main Street plant. AIA Water Line: The report is complete, and a presentation will be scheduled for the Council. Domtar Restrooms: The Town is still waiting for approval from Domtar Trustees. HMGP (FEMA) – Generators: Close out is still in process. A bid sheet is being compiled for Wilson Street Park and an erosion control permit must be applied for from DEQ due to disturbing over an acre of land. Requests for Bids cannot be released until the permit is approved. Convenience site: Staff continues to research cost, possible locations, and grants.
- Streets:
 - Installed “Do Not Litter” signs around Town
 - Installed “Turtle Crossing” signs in Town
 - Asphalt patching/potholes at Paylor Court and Plumblee Court
 - Mowing ditches
- Building & Grounds:
 - Repaired deck at the Port O’ Plymouth Museum
 - Repaired decking on boardwalks
 - Replaced two broken windows at the Maritime Museum
 - Repaired picnic tables
 - Replaced broken sink in park bathroom
- Water: Repaired leaks at 201 Wilson Street
- Sewer: Cleared out blockages:
 - 203 Brinkley Place
 - 402 East Main Street
 - 105 East Water Street
 - 203 Golf Road
 - 111 East Main Street
 - 115 Jackson Heights
 - 214 Golf Road
 - 1113 Brinkley Place
 - 114 East Main Street
 - 529 Monroe Street
- Pump Stations:
 - Both pumps on Jefferson Street are out for repair and are running on a by-pass pump
- Sanitation
 - Picking up trash piles around Town

4. Code Enforcement Officer Dennis Brown reported:

- Move Outs – Two move outs. One homeowner took care of theirs. A notice for the other has been sent out and no response has been received as of this date.
- Dilapidated Houses – Three dilapidated properties were demolished:
 - 105 Cedar Court
 - 734 A Wilson Street
 - 419 Brinkley Avenue
- Abandoned Vehicles – Two notices were sent out and both vehicles have been removed.
- Grass and Weed Nuisance – Nine complaints were received with seven positive responses. We are waiting for responses for the other two complaints.
- House Nuisance – Three notices were sent and three positive replies with letters of intent were received.
- Ordinance Complaints – Three complaints were received with three positive responses.

Mayor Hawkins asked Code Enforcement Officer Brown about signs that are along the highway. Code Enforcement Officer Brown stated that has been picking them up. Councilman Wobbleton asked about the issues at the trailer park. Code Enforcement Officer Brown reported that the owner has been tidying up and cutting grass. He stated that the property owner has shown positive responses at other properties that he owns as well. Code Enforcement Officer Brown explained the process for continued removal of trailers that are deemed dilapidated by the County.

5. Police Department – Chief Williams reported that another officer had been recently hired and sworn in. Chief Williams had the two most recent hires introduce themselves to the Council. They were Investigator Jedidiah Clark and Police Officer Brice Mebane. Chief Williams then reported that all of the cameras have been installed and operational. He stated that some fine tuning will need to take place. Chief Williams announced that the Police Department's 2nd Annual Fish Fry will be held on Thursday, May 12th. Councilman Wobbleton asked about trucks speeding on US Hwy 64. Chief Williams thanked Councilman Wobbleton for the information and stated that he will set up a patrol in that area.
6. Fire Department – In Chief Tim Miller's absence, Mr. Clifton Everett reported that there have not been a lot of fire calls. He stated that the Department continues to prepare for its ISO inspection, which is scheduled for June 20th.
7. Museums

Mr. Tad Howington thanked the Public Works Department for installation of the windows at the Maritime Museum. He stated that as the weather gets warmer, he has been receiving increased calls regarding reserving slips at

the marina. Mr. Howington then gave a personal invitation to the Council to attend a reception Monday at 6:00 p.m. at the Museum for a preview of the Picot-Armistead-Pettiford House Exhibit that will run from May 16th through the Summer of 2022. He also reported on several current and upcoming initiatives for the Maritime Museum.

Interim Town Manager Layton stated that Mr. Liverman, Curator of the Port o' Plymouth was not in attendance but submitted a report for the Council in their agenda package.

VII. CONSENT AGENDA

The Consent Agenda contained:

- A. Approval of Minutes from the March 29, 2022 Special Meeting
- B. Approval of the April 11, 2022 Town Council Meeting
- C. Budget Amendment 2022-03

A motion was made by Councilwoman Wobbleton to approve the Consent Agenda with a second by Councilman Williams. Mayor Pro Tempore Brooks asked for clarification regarding the budget amendment. Once clarification was given, a roll call vote was taken. The motion passed 4-0.

VIII. OLD BUSINESS

A. APPOINTMENTS TO THE BOARD OF ADJUSTMENT

Mayor Hawkins asked Interim Town Manager Layton to address this issue. Interim Town Manager Layton reported that he had received an application from Mrs. June Jones. He reiterated that the Board needs two full members and one alternate. Interim Town Manager Layton requested that she be appointed to a term that would expire January 13, 2023, at which point all of the Board of Adjustment members would have to be re-appointed. A motion was made by Councilwoman Teel to accept the application made by June Jones to become a member of the Board of Adjustment with an expiration date of January 13, 2023. The motion was seconded by Mayor Pro Tempore Brooks. A roll call vote was taken. The motion passed 4-0. Mayor Hawkins asked Interim Town Manager Layton to contact Mrs. Jones and apprise her of the outcome.

IX. NEW BUSINESS

A. DISCUSSION/CONSIDERATION OF AUTHORIZING THE INTERIM TOWN MANAGER TO ESTABLISH DATES FOR A TOWN WORKSHOP WITH NC GROWTH AND THE CONSTRUCTION PROFESSIONALS NETWORK INSTITUTE, INC. (CPNI) RELATED TO THE DEVELOPMENT OF RECOMMENDATIONS FOR ECONOMIC DEVELOPMENT

Mayor Hawkins asked Interim Town Manager Layton to elaborate on this topic. Interim Town Manager Layton reported that he was contacted by a representative from Construction Professionals Network Institute (CPNI), a non-profit organization that partners with small rural towns throughout North Carolina, along with NCGrowth, a part of the Kenan Institute of UNC Chapel Hill. Interim Town Manager Layton further explained that CPNI comes in and looks at the growth environment, identifies opportunities and makes recommendations for economic development strategies and investment to help meet the economic development goals of the Town. He further stated that CPNI primarily operates by holding workshops, gathering information from the public as well as from Council and staff. Interim Town Manager Layton reported that one of the most recent plans that CPNI did was in Belhaven. He stated that this is a rare opportunity at no cost and is something that would help position the Town to develop additional strategies at the completion of this study. The Town would be looking at an early January 2023 timeframe for a workshop. Interim Town Manager Layton asked for permission to look at dates to book CPNI. Mayor Pro-Tempore Brooks made a motion to give the Interim Town Manager direction to move forward with communicating with and obtaining dates to have meetings with CPNI with a second by Councilwoman Teel. A roll call vote was taken. The motion passed 4-0.

MR. TOM HARRISON, UPDATE ON THE 2022 B'AIR FESTIVAL

Mayor Hawkins asked that Mr. Harrison give his presentation to the Council. Mr. Harrison reported that the upcoming Festival will be the eighth one. He stated that it will be a Bear Festival, a River Festival because of water activities, and an air show component (B'Air Show). He reported on the various activities and presented a proposal for funding for the cost of a rowing dock to facilitate large scale rowing competitions that will be a new component of the Festival. Mr. Harrison shared information regarding rowing competitions, and how holding them in Plymouth would be of benefit to the Town as an economic development tool. He explained that the Town would receive a grant from Washington County Travel and Tourism in the amount of \$10,000.00, and the Town would contribute \$8,000.00, with \$3,000.00 in labor that he will donate, for the purchase and construction of the rowing dock that would be owned by the Town. After discussion regarding location of the dock, a motion was made by Councilwoman Williams to contribute the \$8,000.00 if the Interim Town Manager can find the money within the budget. Interim Town Manager Layton stated that the funds can be used from the Promotions line item and a second to the motion was made by Councilman Wobbleton. During discussion, Mayor Pro-Tempore Brooks asked if any verbal commitments from schools or organizations in reference to rowing teams actually coming to Plymouth to hold events, practice, or train. Mr. Harrison responded to her question with his strategy for promotion of using the dock. He also stated that he has commitments from some clubs. Mr. Harrison

also stated that he is hoping that there will be some interest in our area to start a rowing team. After discussion ended, a roll call vote was taken. The motion passed 4-0. Interim Town Manager Layton stated that staff will return with any necessary amendments at the June meeting and that Attorney Isenberg will research donated labor, both of which he considers to be housekeeping matters.

Mayor Hawkins asked for a five minute recess at 8:05 p.m. The meeting was called back to order at 8:10 p.m.

X. INTERIM TOWN MANAGER'S REPORT

A. UPDATE ON PORT O' PLYMOUTH MUSEUM

Interim Town Manager Layton reported that under the direction of the Council, he and Attorney Isenberg sought out agreements between local governments the size of Plymouth and historical societies for the lease of space that is used for a museum. Interim Town Manager Layton explained that it has been a difficult process in that he and Attorney Isenberg identified several possible museums; however, to date, the organizations that he has contacted have no agreements in place similar to that between the Town and the Washington County Historical Society for one reason or another. Attorney Isenberg reported on what she found; however, there was not a similar example as the agreements were set up in a different manner. Interim Town Manager Layton asked Council for more time to find a similar example. After extended discussion, Interim Town Manager Layton and Attorney Isenberg were granted until the next Council meeting.

B. UPDATE ON GOLF ROAD SPEED HUMP REMOVAL PETITION

Interim Town Manager Layton updated the Council in relation to the removal of the two sets of speed humps on Golf Road. Interim Town Manager Layton reported that he reviewed the information presented by Mr. Mallard. Interim Town Manager Layton further reported that he asked Mr. Mallard a few questions related to the information and Mr. Mallard indicated that he would get back to Interim Town Manager Layton later this month. Interim Town Manager Layton stated that when he receives the information, he will be able to finalize his review and report his findings to Council next month. Interim Town Manager Layton stated that he is essentially trying to determine if the information Mr. Mallard has given meets the criteria of the policy. Councilman Wobbleton asked what Interim Town Manager Layton needed to check out. Interim Town Manager Layton stated that there were additional roads that should have been included in the initial petition but were not. Councilwoman Williams made a motion based on safety and the recommendation of Chief Williams to not remove the speed humps. The motion was seconded by Councilwoman Teel. After extensive discussion, and upon the advice of Attorney Isenberg to follow through and allow Interim Town Manager Layton to complete the process of establishing that the criteria of the policy had been met, the motion was withdrawn by

Councilwoman Williams, and Interim Town Manager Layton was instructed to proceed with the process of collecting additional information.

C. UPDATE ON 515 WILSON STREET DISPOSAL REQUEST

Interim Town Manager Layton reported that he contacted a representative of the Shadid Temple and was told that a remote meeting would be set up between Interim Town Manager Layton to discuss his concerns, issues with the property and to speak about the upset bid process. Interim Town Manager Layton reported that as of this date a meeting has not been set up.

XI. TOWN ATTORNEY'S REPORT - None

XII. ANNOUNCEMENTS FROM MAYOR AND COUNCIL

Mayor Pro-Tempore Brooks made a motion to revise the description of the downtown district. Mayor Hawkins asked if Mayor Pro-Tempore Brooks if she would like to make an amendment to the agenda to discuss this item. Mayor Pro-Tempore Brooks then made a motion to amend the agenda to discuss the downtown district with a second by Councilman Wobbleton. A roll call vote was taken. The motion passed 4-0.

Mayor Hawkins requested that Mayor Pro-Tempore Brooks restate her motion with respect to the downtown district. Mayor Pro-Tempore Brooks stated that the initial motion was to have the district defined from end to end of Water Street and then from Washington Street to Main Street to Water Street. She stated that the motion needed to be better defined. A new motion was made to include Water Street from Martin Lane to Monroe Street; then on Washington Street from Main Street to Water Street, excluding the public housing on the west end of Town and Martin Lane on the east end. After further clarification, the motion was seconded by Councilwoman Williams. A roll call vote was taken. The motion passed 4-0.

Mayor Hawkins gave the floor to Interim Town Manager Layton to address the 2022 – 2023 Budget. Interim Town Manager Layton reported that he provided some corrections and explained that all of the changes except for those that were requested by Mayor Pro-Tempore Brooks last month and the ones discovered earlier are all related to changes that occurred in salaries from the time that the first draft of the budget was prepared until now. Specifically, Police Department bringing in new officers at the new rates; Administration is related to employees coming off of probationary status, an adjustment in Code Enforcement. Interim Town Manager Layton reported that the impact of the changes was minor. He reported that In addition, \$5,000.00 was added to Streets for the signage requested by Mayor Pro-Tempore Brooks, and \$5,000.000 Special Appropriations – Parks and Recreation Activities. Interim Town Manager Layton reported that part of the interest for payment of debt service in the amount of \$3,844.00 needed to be included and that was

corrected. Interim Town Manager reported that he and the Public Works Director met with representatives from the Department of Transportation and was told that under their policies they do not believe that flashing operating signs are a measure that they would pay for, and would cost \$10,000.00 per set, and would need an agreement with the Town to proceed after performing some studies. DOT suggested that there is some striping that needs to occur as part of the repaving project and the striping would occur over the next few weeks. At that time crosswalks could be striped and crosswalk signage could be put up at little to no charge to the Town. Interim Town Manager Layton and Public Works Director Wright also suggested that similar crosswalk striping be added at the block near the Post Office. Interim Town Manager clarified that the Town may need to pay for the signage.

Interim Town Manager Layton reported that the total impact of the changes in the General Fund would be an additional \$58,100.00 which would be appropriated from the fund balance. The Water Fund additional debt brings the additional total to \$6,183.00 which would be appropriated from the fund balance. The Sanitation Fund, due to a change in some of the reimbursement formulas would be an additional \$1,404.00 which would also be appropriated from the fund balance. Interim Town Manager Layton reported that the total impact would be \$65,687.00. He added that he thinks there will be some significant cost savings while the Town is waiting to fill positions in the Police Department. Interim Town Manager Layton reported that he updated the budget ordinance to include the updates. A motion was made by to adopt the 2022 – 2023 Budget Ordinance by Councilman Wobbleton with a second by Councilwoman Teel. A roll call vote was taken. The motion passed 4-0.

XIII. CLOSED SESSION (IF NECESSARY) - None

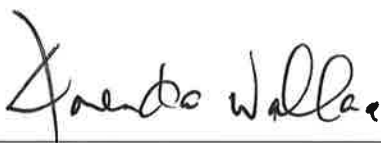
XIV. ADJOURNMENT

There being no further business, a motion was made by Councilwoman Williams to adjourn the meeting with a second from Councilman Wobbleton. A roll call vote was taken. The Motion passed 4-0.

Respectfully submitted,



Vershumn "Shawn" Hawkins
Mayor



Dorenda Wallace
Clerk