

**TOWN OF PLYMOUTH MEETING MINUTES  
JUNE 13, 2022 – VIA COUNCIL CHAMBERS AND ZOOM  
7:00 p.m.**

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**I. CALL TO ORDER – Mayor Vershumn Hawkins – 7:01 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 Mayor Pro-Tempore Brooks, followed by the Pledge of Allegiance led by Mayor Hawkins.

**II. MINUTES**

**A. Approval of Minutes from the May 2, 2022, Special Meeting**

A motion was made by Councilman Wobbleton to approve the May 2, 2022 Special Meeting Minutes with a second by Councilwoman Williams. A roll call vote was taken. The motion passed 6-0.

**B. Approval of Minutes from the May 9, 2022, Regular Meeting**

A motion was made by Councilwoman Teel to approve the May 9, 2022 Regular Meeting Minutes with a second by Mayor Pro-Tempore Brooks. A roll call vote was taken. The motion passed 6-0.

**III. OATHS OF OFFICE**

Oaths of Office were given by District Court Judge Regina Parker and Washington County Clerk of Court Keith Phelps to:

- Brian Roth, Mayor – Judge Parker
- Councilman Gregory Boston (Ward II) – Judge Parker
- Councilwoman Deborah Brooks (Ward I) – Judge Parker
- Councilwoman Mary Ann Byers (Ward III) – Judge Parker
- Councilman John Tharps, Sr. (Ward I) – Judge Parker

- Councilwoman Kim Williams (Ward III) – Clerk of Court Phelps
- Councilman Danny Wobbleton (Ward II) – Clerk of Court Phelps

#### **IV. SELECTION OF MAYOR PRO TEMPORE AND OATH OF OFFICE**

A motion to appoint Councilwoman Deborah Brooks as Mayor Pro-Tempore was made by Councilwoman Williams and seconded by Councilwoman Byers. A roll call vote was taken. The motion carried 5-0.

The Oath of Office for Mayor Pro-Tempore Brooks was given by Judge Regina Parker.

Short speeches were made by the Mayor and each Councilmember thanking the citizens for their support.

The Mayor called for a 15 minute recess so that Councilmembers and their families could take pictures.

The meeting was called back to order at 7:45 p.m.

#### **V. APPROVAL OF THE AGENDA**

A motion was made by Councilman Wobbleton to approve the agenda with a second by Councilman Boston. A roll call vote was taken. The motion passed 6-0.

#### **VI. PUBLIC HEARINGS – None**

#### **VII. PRESENTATIONS TO COUNCIL – None**

#### **VIII. PUBLIC COMMENT**

Mrs. Cassandra Brown signed up to speak to the Council about her concern for her neighborhood regarding overgrown bushes, grass, and dilapidated homes.

#### **IX. DEPARTMENT REPORTS**

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

	<b>Budgeted</b>	<b>Expenses</b>	<b>Variance</b>
General Fund (10)	\$3,154,734.00	\$2,476,716.53	\$678,017.16
Water Fund (61)	\$1,417,219.00	\$1,266,541.59	\$150,677.41

Sewer Fund (62)	\$1,009,103.00	\$902,864.78	\$106,238.62
Solid Waste Fund (66)	\$582,500.00	\$499,284.84	\$83,215.16
Stormwater Fund (67)	\$110,000.00	\$93,666.14	\$16,333.86

2. Tax/Utility Collections. Ms. Nadine Moore was not available. The Finance Officer gave the report: 1408 utility bills were mailed on May 26, 2022 with a due date of June 15, 2022. The amount billed was \$227,088.94. 1228 payments were received for a total of \$213,733.94. 64% of customers paid on time and 36% did not. 87 payments were received for property and vehicle taxes in the amount of \$36,148.68. Delinquent tax payments covering the period of 2015 – 2021 were in the amount of \$446,867.06.

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 and the project close out is in process. 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. Wilson Street Park Renovation: Staff is waiting for an erosion control permit and bid documents have been received by the Town. Councilwoman Williams asked Public Works Director Wright how long that process would take and requested to see the related paperwork. HMGP (FEMA) – Generators: Close out is still in process. Convenience site: Staff is still researching costs, locations, and possible grants.

Mayor Roth asked Public Works Director Wright where the generators he referred to in his report were located.

- Streets:
  - Asphalt patching/potholes
  - Overlaid asphalt in 10 areas
  - Wilson Street Railroad Crossing
- Building & Grounds:
  - Set-up for the Bear Festival
- Water: Repaired leaks at:
  - 404 Winesett Circle
  - 103 Brinkley Place
- Sewer: Cleared out blockages:
  - 203 Brinkley Place
  - 119 Bradley Road
  - 305 East Main Street
  - 714 Wilson Street
  - 226 Old Roper Road

- 113 Pine Street
  - 117 Bateman Street
  - 820 Highway 64 E
- 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
  - Picking up litter around Town

4. Code Enforcement Officer Dennis Brown reported:

- Move Outs – Three move outs. One homeowner took care of theirs. A notice for the other two have been sent out and no response has been received as of this date.
- Dilapidated Houses – There are several dilapidated properties that are under investigation to be demolished.
- Abandoned Vehicles – One notice was sent out and the vehicle was removed.
- Grass and Weed Nuisance – Five complaints were received with four positive responses. We are waiting for one response.
- House Nuisance – Five notices were sent and five positive replies with letters of intent were received.
- Ordinance Complaints – Five complaints were received with three positive responses.

Councilman Wobbleton asked Code Enforcement Officer Brown about the property located at the corner of Hwy 64 and Ann street. Code Enforcement Officer Brown stated that he will look into it. Councilwoman Williams and Councilman Wobbleton congratulated Code Enforcement Officer Brown on doing an excellent job.

5. Police Department – Chief Williams reported that there has been a rash of vehicles that have been left unlocked and consequently items were taken. Chief Williams asked citizens to be careful and lock their vehicles. He also reported the continued struggle that the Police Department is facing regarding recruiting and hiring. After extensive discussion, Council requested that Chief Williams confer with other Police Departments regarding their practice of hiring recruits that were either in BLET or have a desire to go to BLET and follow up with Council at the July 2022 meeting.
6. Fire Department – In Chief Tim Miller's absence, Mr. Clifton Everett reported that the Department continues to prepare for its ISO inspection, which is scheduled for June 20<sup>th</sup>, and spoke about preparations for the Fire Department's upcoming 100<sup>th</sup> Anniversary Celebration. He also emphatically requested that Council consider a plan to replace older fire trucks and

equipment. Mayor Roth began a discussion with Council regarding consulting companies that could assist the Town with writing obtaining grants.

7. Museums - Mr. Tad Howington reported that the Maritime Museum and Lighthouse had several initiatives and collaborations in place as well as:
  - 43 visitors
  - 4 Boats visiting the Marina
  - 3 Rental events with an estimate of 200 attendees
  - Donations of 3 books and 7 photographs

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 that contained information as follows:

- Received 90 visitors
- Conducting research into prominent African-American citizens of Washington County
- Railroad Exhibit Planning and,
- Town Business History Research

## **X. CONSENT AGENDA**

The Consent Agenda contained:

- A. Budget Amendment 2022-04 (Year-end amendments to ensure compliance with the state statutes in the amount of \$25,139.60 for property and liability insurance.)

A motion was made by Councilwoman Wobbleton to approve the Consent Agenda with a second by Councilwoman Byers. A roll call vote was taken. The motion passed 6-0.

## **XI. OLD BUSINESS**

### **A. RESCINDING OF PREVIOUS APPOINTMENT TO THE BOARD OF ADJUSTMENT**

Interim Town Manager Layton explained that he was recently made aware that June Jones, who was recently appointed to the Board of Adjustment did not live within the Town limits, which is a requirement. A motion was made by Councilman Wobbleton to rescind the appointment with a second by Councilman Boston. A roll call vote was taken. The motion passed 6-0.

## **XII. A. DESIGNATION OF CHECK SIGNATORIES**

Interim Town Manager Layton explained that as a result of the Town Council elections, it is necessary for the Town Council to designate two of its

members to serve as check signatories. He stated that these individuals would be in addition to the Finance Officer. A motion was made to designate Mayor Roth as a signatory by Councilman Wobbleton with a second by Mayor Pro-Tempore Brooks. A roll call vote was taken. The motion passed 6-0.

A motion was made to designate Councilman Sharps as a signatory by Mayor Pro-Tempore Brooks with a second by Councilwoman Byers. A roll call vote was taken. The motion passed 6-0.

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

Attorney Patrick Scott of Teague, Campbell, Dennis and Gorham, LLP was in representation for Attorney Natalia Isenberg, who was on vacation. Attorney Scott stated that he had nothing to report.

### **XIV. 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 continued to seek agreements between local governments similar to the size of Plymouth and historical societies for the lease of space that is used for a museum. Interim Town Manager Layton stated that Attorney Isenberg reached out to her colleagues and was unable to locate similar agreements that met the criterion of a local government of the approximate size as Plymouth. Interim Town Manager Layton also explained that he reached out to 35 comparable historical society museums and is currently compiling the information. He suggested that due the recent election, the item be discussed at the Town Council's July meeting.

#### **B. UPDATE ON DOWNTOWN STREETSCAPES AND RIVERFRONT CONCEPTUAL DESIGNS.**

Interim Town Manager Layton reported that Allison Platt of Regeneration by Design has reached the point of the project where additional information is needed on the conceptual designs. He requested that a date for a public input session be held in order to move forward. The Council agreed upon June 27, 2022 at 6:00 p.m. at the Maritime Museum.

#### **C. UPDATE ON CAMA LAND USE PLAN**

Interim Town Manager Layton reported that in April, the Town Council approved statutory changes to its Zoning and Subdivision Ordinance (Chapter 160D), as required under the North Carolina General Statutes. As a part Chapter 160D, the Town is required to have a "reasonably maintained" land use plan in place prior to July 2, 2022. He reported that the Town's current land use plan has not been updated since 1992, and therefore, is not



considered to be “reasonably maintained”. Interim Town Manager Layton also stated that he will bring forward a proposal from the Mid-East Commission for additional updates to the land use plan at the July regular Council meeting.

Councilman Boston returned to the topic of the Port O’ Plymouth lease agreement and asked why the Port O’ Plymouth lease had expired. Mayor Pro Tempore Brooks explained that the item was previously brought before the Council and the Council requested that Interim Town Manager Layton and the Town Attorney were asked to research Towns of a similar size and how these Towns may have handled similar leases.

#### **D. UPDATE ON THE GOLF ROAD SPEED HUMP PETITION**

Interim Town Manager Layton reported that he met with Mr. Ken Mallard and verified that the petition presented to the Council by Mr. Mallard at the April Town Council Meeting met the 75% threshold for the Council to consider the removal of the speed humps. Interim Town Manager Layton requested that due to the election, this item be considered at the Council’s July meeting.

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

Mayor Pro-Tempore Brooks announced that the African American History Museum located in Roper will be holding a Juneteenth Celebration on June 18<sup>th</sup>. Tours of historical sites will be held from 10:00 a.m. to 12:00 p.m. and 2:00 p.m. to 4:00 p.m. Golf carts will be available and there is no fee or admission charge. More information can be found on their Facebook Page.

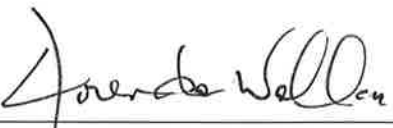
Mayor Roth asked that staff begin to search for grants for their respective departments.

#### **XVI. CLOSED SESSION (IF NECESSARY) - None**

#### **XVII. ADJOURNMENT**

There being no further business, a motion was made by Councilman Wobbleton to adjourn the meeting with a second from Councilman Boston. A roll call vote was taken. The Motion passed 6-0.

Respectfully submitted,

  
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Dorenda Wallace  
Clerk

  
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Brian Roth  
Mayor