

**TOWN OF PLYMOUTH MEETING MINUTES
AUGUST 8, 2022 – VIA COUNCIL CHAMBERS AND ZOOM
7:00 p.m.**

I. CALL TO ORDER – Mayor Brian Roth

The Mayor opened the meeting and welcomed all attendees. Councilman Boston led with prayer and Mayor Roth led the Pledge of Allegiance.

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

II. APPROVAL OF THE AGENDA

Mayor Roth asked if there were any additions or deletions to the Agenda. Mayor Pro-Tempore Brooks asked that Salary Schedule for the Public Works and Water Department be added. It was added under New Business, Item C. Mayor Pro-Tempore Brooks also added that a closed session be added. Mayor Roth asked if Attorney Isenberg had items for closed session as well. A motion was made to approve the agenda with the additions was made by Councilwoman Byers with a second by Councilman Boston. A roll call was taken. The motion passed 6-0.

III. PUBLIC HEARINGS - None

IV. PRESENTATIONS TO THE COUNCIL

A. Mr. Derrick Smith P.E., - The Wooten Company

Mr. Smith and Mrs. Elizabeth Webber presented the findings of the Capital Improvement Plan (CIP) and the Asset Inventory and Assessment (AIA) for the Water System. After the presentation, Mr. Smith discussed possible funding sources for the improvements recommended in the plan. There was a brief discussion about the maintenance of the hydrants and the amount of flow, as well as applying for grants for water and the next steps that need to be taken to apply for stormwater.

B. Mr. Mark Bardill - Zacchaeus Legal Services

Mr. Bardill gave a presentation to the Council regarding the procedure for their Tax Foreclosure Services. After a brief question and answer session, a motion was made by Councilman Boston to approve a contract with Zacchaeus Legal Services with a second by Councilwoman Byers. A roll call vote was taken. The motion passed 6-0.

C. Mr. Tom Harrison – Director of Washington County Travel and Tourism

Mr. Harrison presented an extensive background of his contributions to the community, a report on the 2022 NC Black Bear Festival, including efforts to coordinate to bring back the skydiving team and Army recruiters to several different school systems. Mr. Harrison reported that the date for next year's festival will be held on June 3, 2023.

V. PUBLIC COMMENT - Mr. Ken Mallard

Mr. Mallard commented about the removal of the speed bumps located on Golf Road and the Town policy related to the speed bumps. Mayor Roth relayed that this item will be discussed on the agenda and invited Mr. Mallard to stay for that discussion.

VI. PUBLIC HEARINGS – None

VII. DEPARTMENT REPORTS

1. Financial – The Finance Officer reported that the Finance Report ending July 31, 2022 is a part of the agenda package. She further reported that she had been asked at the July Council meeting to present a more detailed report that would include line items. The Finance Officer stated that she did not include a synopsis but would include one for the next Council meeting.
2. Tax/Utility Collections. Ms. Nadine Moore gave the following report: 1409 utility bills were mailed on July 29, 2022 with a due date of August 15, 2022. The amount billed was \$236,395.94. 1320 payments were received for a total of \$208,248.15. 70% of customers paid on time and 30% did not. 25 payments were received for property and vehicle taxes in the amount of \$23,273.66. Delinquent tax payments covering the period of 2015 – 2021 were in the amount of \$425,719.06.
3. Public Works Director Mike Wright reported:
 - On-going projects: WWTP Plant Rehabilitation: The project close out is in process. CDBG Construction: The project is in close out is in process. AIA Water Line: The report is complete, and the presentation took place

earlier this evening. Domtar Restrooms: The Town is still waiting for approval from Domtar Trustees. Wilson Street Park Renovation: Bid opening is scheduled for August 25th. HMGP (FEMA) – Generators: Close out is still in process. Convenience site: Staff is still researching costs, locations, and possible grants.

- Streets:
 - Replaced broken sidewalk on East Water Street
 - Installed driveway tile and cleaned ditch at 120 Bradley Road
 - Cleaned ditch behind 111/113 Old Roper Road
 - Building & Grounds:
 - Replaced spotlight for Police Department flag
 - Repaired broken pipe and water leak in park restroom
 - Water: Repaired leaks at:
 - 902 East Main Street
 - 108 Bateman Street
 - Sewer: Cleared out blockages:
 - 309 Conaby Drive
 - 101 Woodlawn Terrace
 - 105 Crescent Drive
 - 305 Winesett Circle
 - Plumblee Court
 - 509 Wilson Street
 - 115 Jackson Heights Road
 - 111 East Water Street
 - 108 Bateman Street

Replaced collapsed sewer pipe at 902 East Main Street
Cleared blocked manhole at 1102 East Water Street
Repaired broken sewer pipe at 108 Bateman 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
 - Picking up litter around Town
4. Code Enforcement Officer Dennis Brown reported:
- Move Outs – Four move outs and the landlords cleaned them up.

- Dilapidated Houses – There are two dilapidated properties that are to be demolished:
 - 509 Third Street
 - 410 Winesett Circle
 - Demolition of 116 Brinkley Place has been completed
 - 308 E. Fourth Street is in the process of being demolished
- Abandoned Vehicles – Five notices were sent out and four vehicles were removed.
- Grass and Weed Nuisance – Seven complaints were received with five positive responses. Two others are under investigation.
- House Nuisance – Six complaints were received. All complaints were taken care of by the managers and homeowners.
- Ordinance Complaints – Six complaints were received. One is still under investigation with the main focus being directed towards the dilapidated and nuisance properties.

Code Enforcement Officer Brown presented Council with a list of Concentrated Areas for Demolition of Properties by Ward Report. The list contained nine properties.

There was a short discussion regarding David's Trash Service vs. the Town's responsibility for bulk/move-out trash. Code Enforcement Officer Brown reported that discussions have taken place with the trash service owner. He also reported that he has been documenting whether or not the trash is being picked up, and when it is being picked up. Mayor Pro-Tempore asked that Code Enforcement Officer Brown and Public Works Director Wright keep the council informed. Councilwoman Byers spoke of a former committee that was formed to address the trash and communication issues. Councilman Wobbleton thanked Code Enforcement Officer Brown for the clean up on Hillary Circle.

5. Police Department – Chief Williams updated the Council in regard to the recent spike in shootings and break-ins. He reported that the ALE, FBI and SBI have been included in the investigations, as federal charges carry more weight for repeat offenders. Mayor Pro-Tempore asked about the break-ins and Chief Williams explained that they were juveniles, but that the break-ins have lessened. Chief Williams reported that the Department's annual audit took place and that the Town's Police Department rated 100% rating for the first three quarters. Training and Standards audited the personnel files, and the Department received a 100% audit. Chief Williams then reported that he expects to have three more officers on the force soon. The council congratulated Chief Williams on the National Night Out. Mayor Roth asked about the status of the speed trailer. Chief Williams reported that instead of the speed trailer, a pole radar will be used as a better option. Discussion also took place regarding cameras and burned out streetlights.

6. Fire Department – In Chief Miller reported that the Fire Department is running smoothly. He reported that the call volume had slightly increased. Chief Miller further reported that the Department's 100 Year Anniversary will be held on the 20th of August and invited everyone to attend.
7. Museums – Scott Liverman, Curator of the Port O' Plymouth Museum reported that the museum had 135 visitors for the month of July. He reported that most visitors are from out of town. He reported on the present initiatives which are:
 - Continued research to incorporate the African American experience of Washington County into exhibits
 - Downtown business façade exhibit research
 - Industry of Washington County exhibit
 - Railroad exhibit
 - Received two major sources of historical data for the county
 - Hard copy issues of the Roanoke Beacon from 1889 to 1987 donated by Doward Jones' widow
 - Extensive Research collected from Ed Norman

Mr. Liverman also spoke about his efforts to catalog the exhibits and his efforts to encourage the local community to visit the museum. Councilman Boston asked about partnering with the school systems. Mr. Liverman stated that a collaboration with the school systems is on his radar and is open to any suggestion to move forward with that. Councilwoman Byers asked about the history of the African American community. Mr. Liverman reported that there is a student assisting with researching prominent persons in the County, from all perspectives, including African American and Native Americans.

Tad Howington reported that the Maritime Museum and Lighthouse had several initiatives and collaborations in place as well as reporting for the month of July:

- 57 visitors
- 3 rental events with an estimated 250 attendees
- Donations of 2 books, 3 photographs, and 2 bound articles
- 3 Boats visited the Marina
- "Ghosts on the River" scheduled for October 22
- "Friends of the Roanoke River Lighthouse and Maritime Museum" group to be finalized in early August
- "Lake Phelps Canoes" presentation by Queen Anne's Revenge Conservation Lab (NC Office of State Archeology) will be held November 10th
- Ongoing collaborations with
 - Port O' Plymouth Museum
 - Washington County African American Museum
 - Somerset Place State Historic Site

- 534 Facebook followers

VIII. CONSENT AGENDA

The consent agenda contained:

A. Approval of Minutes from the July 11, 2022 Regular Meeting

Mayor Roth offered a correction to the minutes as they read June 11th, rather than July. There being no more corrections, a motion was made by Councilman Wobbleton to approve the minutes with a second by Councilman Boston. A roll call vote was taken. The motion passed 6-0.

B. Approval of Ordinance 2022-05 – An Ordinance of the Town Council of the Town of Plymouth, North Carolina Amending a Grant Project Ordinance for the Town of Plymouth Coronavirus State and Local Fiscal Recovery Funds.

Interim Town Manager Wallace explained that the original Ordinance did not include a line item for demolition, and the amended Ordinance includes it. She explained that it is a government service, and that demolition costs are high because most homes that need to be demolished must be inspected for asbestos. There was a short discussion regarding demolition. There was also a matter of housekeeping as the cost objects for the Police Department and the Fire Department were not included. Both cost objects are equipment. A motion was made by Councilwoman Williams to approve Ordinance 2022-05 with a second by Councilman Boston. A roll call vote was taken. The motion passed 6-0.

C. Approval of Cleaning Services Contract – Cinderella Cleaning Service.

Interim Town Manager Wallace explained that the Cinderella Cleaning Services was the lowest bidder. There was a brief discussion about the standard of service being given to the Town. After discussion, a motion was made by Councilman Wobbleton to approve the contract with Cinderella Cleaning Service with a second by Councilman Tharps. A roll call vote was taken. The motion passed 6-0.

D. Approval of Budget Amendment 2022-05

Interim Town Manager Wallace explained that \$10,000 was received in the form of a grant for the Fire Department from the OSFM. The allocation was approved in the FY 2021-2022 budget; however, the funds were not received until August, 2023 and must therefore be reallocated for the FY 2022-2023 budget. She further explained that an allocation of \$35,000 for the Fire Department in in the form of a grant

from OSFM was received for this fiscal year. She reported that the funds have not yet been received; however, an allocation needs to be made so that when funds are received, they can be spent. Finally, Interim Town Manager Wallace explained that an allocation needs to be made in the amount of \$2,965.00 for the Police Department's BLET Cadet Policy to cover testing of new hires. A motion was made by Councilman Boston to approve Budget Amendment 2022-05 with a second by Councilwoman Byers. A roll call vote was taken, the motion passed 6-0.

IX. OLD BUSINESS

A. GOLF ROAD SPEED HUMP PETITION

Mayor Roth asked Attorney Isenberg to address this issue. Attorney Isenberg reported that she looked into the matter and emphasized that the speed humps "may" be removed and that it is not mandatory that they be removed simply upon the receipt of a petition. She further stated that she understands that it might be interpreted as removal, but that it is still the council's decision as to whether or not the humps be removed. Attorney Isenberg reported that she spoke with Risk Management at the League of Municipalities, and that they agreed with her analysis. After extensive discussion, it was suggested that a representative from the Department of Transportation assess the situation and give a report as to their recommendations. A motion was made by Councilman Boston for DOT to study traffic calming options with a second by Councilman Wobbleton. A roll call vote was taken. The motion passed 6-0.

B. PORT O' PLYMOUTH MUSEUM LEASE

Attorney Natalia Isenberg reported that she has been in communications with the members of the Washington County Historical Society regarding negotiations about the lease. She further reported that an agreement is not in place as of yet; however, it is still being worked on.

C. ALLISON PLATT – STREETScape UPDATE

Councilwoman Byers reported that the Committee met on the telephone and established a community input night on Thursday, August 11, 2022 at 7:00 p.m. at New Chapel Baptist Church. The following week, Thursday, August 18, 2022 at 7:00 p.m., at New Chapel Baptist Church, Ms. Platt will attend to speak to the community and gather their input. Discussion took place regarding making sure that the information is disseminated to the public as soon as possible. Interim Town Manager Wallace read an email from Ms. Platt regarding the CERRI program as well as other grant opportunities. She also reported the cost that Ms. Platt would charge for the special meeting. After further discussion, a motion was made by Councilwoman Williams to

move forward with the community input meeting on August 11th at 7:00 p.m., at New Chapel Baptist Church for the Downtown Streetscape Plan, followed by a community meeting on August 18th at 7:00 p.m., at New Chapel Baptist Church with Ms. Platt in attendance for \$1,000.00 plus mileage, meals, with an option to pay for a hotel stay with a second by Councilwoman Byers. A roll call vote was taken. The motion passed 6-0.

X. NEW BUSINESS

A. CONTRACT MID-EAST COMMISSION PLANNING AND ZONING ADMINISTRATION SERVICES

Interim Town Manager Wallace explained that the Mid-East Commission usually handles the planning and zoning for the Town. She reported that it is a six month contract for \$10,000.00 and has been budgeted. A motion was made by Councilwoman Byers to approve the contract with a second by Councilman Tharps. A roll call vote was taken. The motion passed 6-0.

B. SURPLUS OF PROPERTY LOCATED ON SANDHILL ROAD

Interim Town Manager Wallace reported that Mr. Frank Arrants contacted her about purchase of some property located on Sandhill Road. She reported that she contacted Attorney Isenberg regarding next steps. Attorney Isenberg stated that the council needs to decide if they want to dispose of the property, determine that the property will be deemed surplus and use a sealed bid, public auction, or upset bid method to sell the property. Public Works Director Wright described where the property was located. After discussion it was determined that more information be gathered about the property for costs analysis for the Council.

C. SALARY SCHEDULE FOR THE PUBLIC WORKS AND WATER DEPARTMENT

Mayor Pro-Tempore Brooks proposed to give staff direction to see what kind of an increase can be given to those employees that did not receive raises when raises were given to the Police Department and some members of the Public Works and Water Department. She spoke of fairness and of her concern of low employee moral as a result. Mayor Pro-Tempore made a motion for staff to look at giving a percentage raise to that group of employees that did not receive increases with a second by Councilwoman Byers. During discussion, Councilwoman Byers wanted to make sure that no other employees were being overlooked. Interim Town Manager Wallace explained that the former council raised wages for those who were making minimum wage to \$15.00. Not everyone received the raise, and other staff made mention, including Administration, that they did not think it was fair. Councilwoman Byers asked that what is done for one, is done for all. Mayor

Pro-Tempore Brooks withdrew her motion and Councilwoman Byers withdrew her second. Mayor Pro-Tempore Brooks made a motion that the staff look at fair wages and what the Town can afford for Departments that did not receive a raise with a second by Councilwoman Byers. A roll call vote was taken. The motion passed 6-0.

XI. INTERIM TOWN MANAGER'S REPORT

A. UPDATE ON 2020 – 2021 AUDIT

Interim Town Manager Wallace reported that the audit is still in process. She further reported that staff is working diligently with the auditor in order to finish the audit and have it released to the LGC before the end of the month.

B. UPDATE ON CDBG 15-I-3047 GRANT

Interim Town Manager Wallace reported that after speaking with the Town's representative from the NC Department of Environmental Quality, Division of Water Infrastructure, staff was directed to submit an Extension Request for the Final Reimbursement so that it will be in place for processing provided the audit is completed by the end of the month. The extension request was submitted. Interim Town Manager stated that she reported at the previous monthly meeting that we were out of time, but we have now been given an extension. She also reported that staff continues to work with Attorney Isenberg relative to the possibility of enacting the liquidated damages clause in the contract with the contractor.

C. CPNI – NC GROWN STUDY WORKSHOP (JANUARY 26 – 27, 2023)

Interim Town Manager reported that the council directed staff to contact Philip Jones of CPNI to inquire if a Town Hall should be held before January to receive input or if the Council should wait for the workshop. Mr. Jones thinks that a Town Hall meeting is a good idea. He stated that he did not know of any towns that have done this ahead of their Workshop, but it will be helpful to know where to focus their efforts when they come to Plymouth. She further reported that the group usually spends the first part of the Workshop soliciting concerns and on focus areas. Also, Mr. Jones informed staff that their group will need provision of a bus or two vans for tours that will include their team and key stakeholders from the community. Mayor Pro-Tempore Brooks made a motion to direct Town staff to get things in place for the CPNI group's Workshop and to find a venue to hold a town hall meeting to gather the information approximately six weeks ahead of January 26th meeting with a second by Councilwoman Williams. A roll call vote was taken. The motion passed 6-0.

D. CAMA LAND USE PLAN UPDATE

Interim Town Manager Wallace reported that at the July 11, 2022 Council meeting, council approved a contract with the Mid-East Commission to update the CAMA Land Use Plan. She contacted the Mid-East Commission's representative, who then supplied staff with the CAMA Land Use Plan Update Schedule, which was provided to council in their agenda packages. A meeting is being scheduled for the end of the month.

E. USDA MEETING AT FIRE STATION

Interim Town Manager Wallace reported that on Wednesday, July 27, 2022, Kimberly Daniels from the USDA State Office of Rural Development met with Chief Tim Miller, Mayor Brian Roth, Mayor Pro-Tempore Brooks, and Councilwoman Williams to discuss potential projects and funding sources for the Fire Department.

XII. TOWN ATTORNEY'S REPORT

Attorney Isenberg stated that she would report during the Closed Session because of Attorney Client privilege and asked that a councilmember make a motion to that effect.

XIII. ANNOUNCEMENTS FROM MAYOR AND COUNCIL

Councilwoman Williams thanked Interim Town Manager Wallace for the work that she is doing and the updates that she provides.

Mayor Roth announced that council has been invited to the Agape ribbon cutting ceremony on Thursday, August 11, 2022 from 12:30 p.m. to 2:30 p.m.

XIV. CLOSED SESSION

Upon Attorney Isenberg's request from the Council, a motion was made by Councilman Boston with a second by Councilwoman Williams to go into closed session under Statute 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 and Statute 143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State. A roll call vote was taken. The motion passed 6-0.

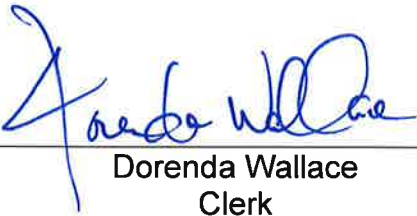
XV. RETURN TO OPEN SESSION

A motion was made to come out of closed session by Councilwoman Williams with a second by Councilman Boston. A roll call vote was taken. The motion passed 6-0.

XVI. ADJOURNMENT

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

Respectfully submitted,



Dorenda Wallace
Clerk



Brian Roth
Mayor