

**TOWN OF PLYMOUTH MEETING MINUTES  
FEBRUARY 13, 2023 – VIA COUNCIL CHAMBERS AND ZOOM  
7:00 p.m.**

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**I. CALL TO ORDER – Mayor Pro Tempore Deborah Spencer**

Mayor Pro-Tempore Spencer called the meeting to order and welcomed all attendees. Councilman Boston led with prayer and Mayor Pro-Tempore Spencer 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 Pro-Tempore Spencer asked if there were any additions to the agenda. Mayor Pro-Tempore Spencer asked if a Request from the Eastern Region Order of the Eastern Star Gleaner Youth Department could be added under New Business. Attorney Isenberg asked that N.C.G.S. 143-318(a)(5) be added under the Closed Session. She also asked for an Open Session following the first Closed Session so that a second Closed Session can be added under N.C.G.S. 143-318(a)(3) and N.C..S. 143-318(a)(6) could be added to a second Closed Session that would only allow for the Attorney Isenberg and the Council to attend. Councilwoman Mary Ann Byers asked that the Albemarle RAM be added under Old Business. Town Manager Floyd asked if the adoption of Resolution No. 2023-02 be added to the Consent Agenda. A motion to approve the agenda with the changes was made by Councilman Boston with a second by Councilman Wobbleton. The motion passed unanimously.

**III. PUBLIC HEARING – None**

**IV. PRESENTATIONS TO THE COUNCIL - None**

**V. PUBLIC COMMENT - None**

**VI. DEPARTMENT REPORTS**

1. Financial Report – For the period ending January 31, 2023

Town Manager Floyd provided an extensive report of budgets and line items and she and Finance Officer Wallace answered questions from the Council. Mayor Pro-Tempore Spencer stated that she appreciated the importance of in-depth reporting and asked if there was a way that the report could be condensed. Finance Officer Wallace suggested that because the Council receives the agenda prior to the meeting, perhaps the Council could look over the report and call with any questions before the meeting, and those questions could be addressed at the meeting.

2. Police Department

Captain Kevin Phelps spoke about recent shootings, speeding, and suspicious activity. Councilman Wobbleton inquired about the speeding that is taking place in his Ward, particularly on Gleaves Road. Councilman Tharps mentioned Mackeys Road, and Councilwoman Williams mentioned Golf Road. Captain Phelps stated that he had personally been monitoring Gleaves Road, and explained that officers must obtain radar certifications, some of which had expired due to the Department being understaffed. Captain Phelps also explained that once the battery is replaced in the radar trailer, it will be stationed. There is a new radar device that the department expects to receive that will be mounted on a pole. When asked about the number of officers on patrol, an extensive discussion took place regarding the lack of availability of patrol vehicles.

Mayor Pro-Tempore Spencer asked once again, that Council be notified, as had happened in the past, when an incident such as a shooting takes place. The protocol for notification was discussed in that the Chief notifies the Town Manager, and the Town Manager notifies the Council. Councilman Boston stated that he appreciates how the officers stepped in and were present at the recent high school basketball game.

3. Town Projects/Public Works:

Public Works Director Wright presented the report. On-going projects include: WWTP Plant Rehabilitation: The project close out is still in process. Viable Utility Grants: SWIA (the State Water Infrastructure Authority) was scheduled to meet today, and the Town should have some idea of where we stand later this week. Domtar Restrooms: Waiting on trustee's approval. Wilson Street Park: Electricity has been hooked back up; light poles and fencing has been removed; and, bathrooms are waiting on stalls. The HMGP (FEMA) Generators Project is still in close out. Convenience site: researching cost, location, and possible grants; field work for the AIA Sewer Grant is scheduled to begin on March 6<sup>th</sup>.

Streets:

- Replaced damaged flags downtown

Buildings and Grounds:

- Picking up trash around town
- Edging sidewalks

Water:

- Repaired leaks at the following addresses:
  - 411 Winesett Circle
  - Kirk Avenue & Crescent Drive
  - 811 Washington Street
  - 607 Monroe Street
  - 241 Hwy 62 West
  - 905 Washington Street

Sewer:

- Cleared out sewer blockages at the following addresses:
  - 413 E. 3<sup>rd</sup> Street
  - 114 Quail Drive
  - 105 Country Club
  - 103 Hazel Street
  - 105 Winesett Circle
  - 306 Matt Ransome Drive
  - 333 West Avenue
  - 115 Jackson Heights Drive
  - 303 East 4<sup>th</sup> Street
  - 517 E. Main Street
  - 105 E. Water Street
  - 718 Wilson street
  - 103 Logan Avenue
  - 413 East 3<sup>rd</sup> Street
  - 105 Golf Road
  - 206 Matt Ransome Drive
- US Hwy 4 manhole blockage
- Sewer System Overflow at 1101 E. Main Street manhole

WWTP:

- Waiting on starter for grit removal auger

Pump Stations

- Old Roper Road – pulled & cleared rags from pump twice

Sanitation:

- Picking up trash piles around Town

Public Works Director Wright also reported that the landfill has been temporarily closed because the ground is moist due to the recent rainfall. He further stated that this might mean that there will be a slight delay in picking up yard debris.

Councilwoman Williams asked about the drainage issue at the corners of Washington and 4<sup>th</sup> Street. Public Works Director Wright went into detail about how the pipes were connected and reported that drainage at that spot had been a problem for quite some time; however, the Town is attempting to resolve the issue.

#### 4. Code Enforcement

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

- Move Outs
  - Four – contacted four of the homeowners and homeowners took care of them
- Dilapidated Houses
  - Demolished Properties:
    - 501 Wilson street is almost complete
    - 502 Wilson Street is almost complete
- Abandoned Vehicles
  - Three notices sent; all three have been removed
- Grass and Weed Nuisance
  - Four complaints; two positive responses; waiting on the other responses
- House Nuisance
  - Four notices sent; received four positive replies
- Ordinance Complaints
  - Five complaints with three positive responses. Two are still active.

Councilwoman Williams commended Code Enforcement Brown for an excellent job.

All other reports were included in the agenda package.

## VII. CONSENT AGENDA

Mayor Pro-Tempore Brooks asked the Council if Ordinances and Amendments could be voted on with separate motions and if the approval of minutes could be voted on with one motion. The Councilmembers agreed.

The consent agenda included:

**A. ADOPTION OF ORDINANCE NO. 2023-02 AMENDING A GRANT PROJECT ORDINANCE NO. 2022-10 FOR THE TOWN OF PLYMOUTH CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

Town Clerk Wallace explained that the project ordinance needed to be amended to show that funds were being shown as transferred to the Police Department. A motion to approve Ordinance No. 2023-02 was made by Councilman Boston with a second by Councilman Wobbleton. The motion passed unanimously.

**B. BUDGET AMENDMENT NO. 2023-03 – AMENDING A GRANT PROJECT ORDINANCE FOR THE TOWN OF PLYMOUTH CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

Finance Officer Wallace explained that \$1,000.00 needed to be added to the Police Department Capital Items line item due to an increased cost of equipment. A motion was made by Councilman Boston and seconded by Councilman Wobbleton. The motion passed unanimously.

**C. ADOPTION OF ORDINANCE NO. 2023-03 – AMENDING ORDINANCE NO. 2023-01 PROJECT NO. VUR-AIA-W-ARP-0012**

Town Clerk Wallace explained that the project ordinance pertained to a \$160,000 grant received from the North Carolina Division of Water Infrastructure for Asset Inventory and Assessment for sewer. She stated that the line items in the Ordinance had changed and needed to be updated. A motion to approve Ordinance No. 2023-02 was made by Councilman Boston with a second by Councilwoman Byers. The motion passed unanimously.

**D. BUDGET AMENDMENT NO. 2023-02 – REPLACING GENERAL FUNDS FOR DEMOLISHING**

Finance Officer Wallace explained that funds that were previously used for demolition from the General Fund in the amount of \$28,276.00 were being replaced from ARP funds under revenue replacement. A motion was made to approve Budget Amendment 2023-02 by Councilman Boston with a second from Councilwoman Mary Ann Byers. The motion passed unanimously.

**E. APPROVAL OF MINUTES FROM THE DECEMBER 12, 2022 REGULAR TOWN COUNCIL MEETING; APPROVAL OF MINUTES FROM THE DECEMBER 19, 2022 SPECIAL TOWN COUNCIL MEETING; APPROVAL OF MINUTES FROM THE JANUARY 9, 2023 REGULAR TOWN COUNCIL MEETING.**

A motion was made to approve the minutes by Councilman Boston with a second by Councilman Wobbleton. The motion passed unanimously.

#### **F. APPROVAL OF FY 2023 – 2024 BUDGET CALENDAR**

Town Manager Floyd explained that it is time to work on the budget for fiscal year 2023 – 2024. She presented the Council with a calendar that showed the Department meetings as well as a series of suggested meetings for the Council. The Council discussed a time to meet, and a motion was made by Councilman Wobbleton to approve the calendar with meetings scheduled for the Council at 5:30 p.m. The motion was seconded by Councilwoman Byers. The motion passed unanimously.

#### **G. ADOPTION OF RESOLUTION 2023-02 TO ADOPT AN AGREEMENT TO CONTINUE PARTICIPATION IN THE NORTH CAROLINA SMALL TOWN MAIN STREET PROGRAM 2022 – 2023**

Town Manager Floyd explained that the resolution is required as part of the Town's contract with the Small Town Main Street Program. A motion was made to adopt Resolution 2023-02 Councilman Wobbleton with a second by Councilman Boston. The motion passed unanimously.

### **VIII. OLD BUSINESS**

#### **A. HIGH-SPEED FERRY UPDATE**

Town Manager Floyd and Councilwoman Byers gave a brief update about the Ferry System. A handout was provided to the Councilmembers from a recent meeting/briefing with the Harbortown Group. Discussion took place about the changes that planned to take place in that the boat will no longer be a fast ferry, but a dinner ferry and passenger ferry instead. It was reported that Mayor Roth will provide more information at the next regularly scheduled meeting.

#### **B. ALBEMARLE RAM**

Councilwoman Byers read excerpts from research she and Mayor Roth had made. A brief discussion took place regarding the validity of different reports regarding the April 20, 1864 Massacre of Plymouth. She stated that it is important to continue to research. It was also reported that the author of the book in question will be in Plymouth in the near future and can speak to the Albemarle Ram's involvement.

### **IX. NEW BUSINESS**

#### **A. REQUEST FROM THE EASTERN REGION ORDER OF THE EASTERN STAR GLEANER YOUTH DEPARTMENT**



Mayor Pro-Tempore Spencer shared a request that was addressed to the Mayor and Council from the Eastern Region Order of the Eastern Star Gleaner Youth Department requesting a donation for their representative that is competing in their Eastern Regional Day Competition. After discussion, it was decided that it would be best if Councilmembers make personal donations if they choose; however, it is not in the best interest of the Town to use taxpayer dollars for this item. Attorney Isenberg also explained per North Carolina General Statutes that this type of donation would not be allowed.

## **X. INTERIM TOWN MANAGER'S REPORT**

### **A. AUDIT**

Town Manager Floyd reported to the Council that the auditors are now focused upon their tax season and will be expected to return to complete the Town's 2021 – 2022 audit in April or May.

### **B. STREETCAPES UPDATE**

Town Manager Floyd reported that the Town has been awarded \$725,000.00 and is in the process of working with Wooten Company engineers and the Department of Commerce Main Street representatives to modify the scope of work due to concerns about the location of the project, utilities, and the existing footprint of the sidewalks. She further reported that because the Town has applied for two capital improvement grants that could enhance the utilization of the Streetscape budget.

### **C. LEADS PROGRAM**

Town Manager Floyd reported that she applied for a LEADS Program that will provide a graduate student to assist the Town. It is anticipated that if the Town is awarded a grant for the program, a student should be available to assist the town sometime in August.

### **D. PART F GRANT**

Town Manager Floyd reported that the grant cycle for PART F has opened. She stated that the application review deadline is March 15, 2023, and the application deadline is May 1, 2023.

A motion to give staff permission to move forward with the grant application and advise the council of its progress by Councilwoman Williams with a second from Councilman Boston. The motion passed unanimously.

## **E. NC MAIN STREET CONFERENCE**

Town Manager Floyd reported that a North Carolina Main Street Conference will be held in Statesville, North Carolina. She stated that it was recommended that Councilmembers attend. Attorney Isenberg stated that not all members could attend because it would be considered a quorum. Town Clerk Wallace stated that it had been recommended that two Councilpersons attend. Town Manager Floyd asked that staff be notified so that arrangements could be made. Councilwoman Williams and Councilman Boston expressed their interest in attending.

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

Attorney Isenberg shared with Councilmembers that she has been working with staff regarding on-going projects and that she will share additional information with Council in closed session.

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

Mayor Pro-Tempore Spencer read announcements to the council regarding:

- Updates and discussion regarding the Picot-Armistead-Pettiford House and Underground Railroad (UGRR) projects that will take place at the Maritime Museum Thursday, February 16<sup>th</sup> at 10:00 a.m.
- NC Poet Laureate Jaki Shelton Green will make two public presentations on Friday, February 17<sup>th</sup>. One will take place at the Washington County African American Museum in Roper from 2:00 p.m. – 4:00 p.m. and the second one will take place at the Maritime Museum from 7:00 p.m. – 9:00 p.m.
- There will be a Second Chance Valentine's Dance fundraiser for the Downtown Development Association held February 18, 2023 at 6:00 p.m. at the Riverview Café. Admission is \$10.00 per person. Proceeds will be used to continue to provide programs like the First Friday music series.

## **XIII. CLOSED SESSION NO. 1**

A motion was made 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; and,

N.C.G.S. 143-318.11(a)5 to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or



proposed contract for the acquisition of real property by purchase, option, exchange, or lease by Councilwoman Williams with a second by Councilman Boston. The motion passed unanimously.

#### **XIV. OPEN SESSION**

A motion was made by to return to Open Session by Councilwoman Williams and seconded by Councilman Boston. The motion passed unanimously.

#### **XV. CLOSED SESSION NO. 2**

A motion was made 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; and,

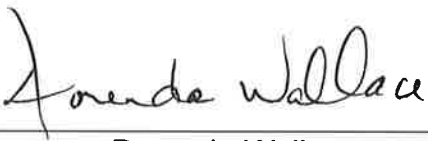
N.C.G.S. 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee by Councilman Boston with a second by Councilman Wobbleton. The motion passed unanimously.

#### **XVI. OPEN SESSION**

A motion was made to return to Open Session by Councilwoman Williams with a second from Councilman Boston.

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

Respectfully submitted,

  
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Dorenda Wallace  
Clerk

  
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Brian Roth  
Mayor