

**TOWN OF PLYMOUTH MEETING MINUTES
MARCH 13, 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. Councilman Wobbleton led with prayer and Mayor Roth led the Pledge of Allegiance.

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

II. APPROVAL OF THE AGENDA

Mayor Roth asked that a Planning Workshop be added to Old Business. Town Manager Floyd asked that presentations be removed. A motion was made to approve the agenda by Councilman Boston with a second by Mayor Pro-Tempore Spencer. The motion carried unanimously.

III. SPECIAL PRESENTATIONS

IV. PUBLIC HEARINGS - None

V. PRESENTATIONS TO THE COUNCIL – None

VI. PUBLIC COMMENT

Mrs. Cassandra Brown spoke about her concerns and commented on certain areas of the neighborhoods, some of which look much better due to demolition, and, some of which look bad due to dilapidated houses. She also commented on the right of way at Monroe and 4th Streets. She made it clear that she is glad that things are looking good.

Ms. Delores Belcher stepped up to speak about the shootings that are taking place in Town, particularly at the Wilson Street Trailer Park. Mayor Roth asked Chief Williams to address this issue. During extensive discussion regarding the

issue, the Council asked that in the future, they be made aware by staff when shootings take place.

VII. DEPARTMENT REPORTS

1. Financial Report – For the period ending February 28, 2023

Town Manager Floyd provided report of budgets and line items relative to where the Town stands in regard to revenues and expenses. Town Manager Floyd stated that she and Finance Officer Wallace will be looking into the revenues for Stormwater, as they show only 38% as being received.

2. Police Department

Chief Willie Williams picked back up where the conversation left off during public comment and explained the process for calls involving a shooting injury or if a home or car gets shot at, and that none of those calls go unreported to the Town Manager. Chief Williams reiterated that he does not want the Council to find out about this type of activity without him reporting it to them first. Any calls that are labeled shots fired are investigated. Councilman Boston stated that he felt as though the Chief should not have to call every time a shot is fired, unless it is of an urgent nature and pointed out that sometimes people just shoot in the air. Chief Williams echoed that he nor the Department takes any of these circumstances lightly; and, how unfortunate it is that it mainly involves the youth. Mayor Pro-Tempore Spencer asked Town Manager Floyd about the reporting process. Town Manager Floyd stated that she has no problem with receiving a telephone call or text message, no matter the time, and she will inform the Council. Chief Williams reported that the Town of Plymouth is not the only one affected. He further reported about a program called “Faith and Blue”. There will be a meeting held at the Maritime Museum Thursday, April 6th at 7:00 p.m. in regard to this initiative. The program is nationwide, and the purpose is to bring community leaders, faith leaders, young people and parents together. It is similar to the Town’s National Night Out. A motion of support for the “Faith and Blue” program was made by Councilman Wobbleton, with a second from Councilwoman Williams. Mayor Pro-Tempore Spencer clarified that this would include financial support and asked if it should be included in the budget process. Mayor Roth agreed, and for now would like to keep the motion as support and discuss the finances that will be involved during our upcoming budget process. After discussion, the motion carried unanimously.

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: Viable Utility Grant applications for Water and Sewer did not

score high enough for the Town to get the grants. Public Works Director Wright explained the scoring process. The Town plans to resubmit the applications in May; Domtar Restrooms: Waiting on trustee's approval. Wilson Street Park: waiting for bathroom stalls; the Town is submitting a PARTF application. Town Manager Floyd provided input regarding the steps that the Town needs to take in order to submit the PARTF application. Town Manager Floyd explained that the grant is a dollar for dollar match, and that there is the potential to use ARP funds as a match. Mayor Pro-Tempore Spencer asked if the master plan that Town Manager Floyd mentioned during her explanation was for Wilson Street only or for the whole Town. Town Manager Floyd answered that the master plan in regard to PARTF is for the Wilson Street Park. Councilman Boston inquired about the basketball court on Adams Street, and if it could be included in the grant. After continued discussion regarding PARTF, Public Works Director finished his report: the HMGP (FEMA) Generators Project is still in close out; the Town is waiting for State approval on the project scope.

Streets:

- Pothole Patching

Buildings and Grounds:

- Picking up litter around town
- Started mowing town properties

Water:

- Repaired leaks at the following address:
 - 209 Ridgeway Drive

Sewer:

- Cleared out sewer blockages at the following addresses:
 - 1003 Wilson Street
 - 104 Luvera Street
 - 314 Hampton Drive
 - 303 Golf Road
 - 113 West Water Street
 - 529 Monroe Street
 - 767 Hwy 64 East
 - 412 Madison Street
 - 109 Spencer Street
 - 109 Bateman Street
 - 105 Golf Road
 - 303 East 4th Street
- Cleared Main Line on Spencer Street
- Cleared Main Line on West Avenue
- Cleared Main Line at corner of Madison and 4th Streets

WWTP:

- N/A

Pump Stations

- N/A

4. Code Enforcement

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

- Move Outs
Two – contacted both of the homeowners and homeowners took care of them
- Dilapidated Houses
 - Demolished Properties (complete):
 - 501 Wilson street
 - 502 Wilson Street
 - Demolished Properties (in process):
 - 210 West Avenue
 - 303 West Avenue
 - 305 West Avenue
- Abandoned Vehicles
 - One notice sent; it has been
- Grass and Weed Nuisance
 - Five complaints; three positive responses; waiting on the other responses
- House Nuisance
 - Three notices sent; received three positive replies
- Ordinance Complaints
 - Five complaints with three positive responses. Two are still active.

Code Enforcement Officer Brown reported that open burning fires has become an issue. Town Manager Floyd and Code Enforcement Officer Brown answered questions asked by Mayor Pro Temp regarding properties that are in the demolition process. Additional discussion took place regarding the properties.

All other reports were included in the agenda package.

VIII. CONSENT AGENDA

The consent agenda included:

A. TAX COLLECTOR'S REPORT

Town Manager Floyd explained that this report had to be approved by the Council in order to advertise liens for 2022 taxes to declare them delinquent and the collection process can then begin. A motion to approve the Tax Collector's Report was made by Councilwoman Byers with a second by Councilman Boston. The motion passed unanimously.

B. ADOPTION OF RESOLUTION NO. 2023-04 – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PLYMOUTH, NORTH CAROLINA DECLARATION OF REAL PROPERTY LOCATED AT 411 BRINKLEY AVENUE, PLYMOUTH, NC 27962 AS SURPLUS, AND AUTHORIZING THE SALE OF PROPERTY LOCATED AT 411 BRINKLEY AVENUE, PLYMOUTH, NORTH CAROLINA BY ELECTRONIC PUBLIC AUCTION.

Town Manager Floyd explained that she had been contacted by Washington County for the surplus and sale of 411 Brinkley Avenue, to be electronically auctioned at www.govdeals.com. A motion was made by Councilman Boston to adopt Resolution No. 2023-04 with a second by Councilman Wobbleton. The motion passed unanimously.

C. ADOPTION OF RESOLUTION NO. 2023-05 – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PLYMOUTH, NORTH CAROLINA DECLARATION OF REAL PROPERTY LOCATED AT 521 MONROE STREET, PLYMOUTH, NC 27962 AS SURPLUS, AND AUTHORIZING THE SALE OF PROPERTY LOCATED AT 521 MONROE STREET, PLYMOUTH, NORTH CAROLINA BY ELECTRONIC PUBLIC AUCTION.

Town Manager Floyd explained that she had been contacted by Washington County for the surplus and sale of 521 Monroe Street, to be electronically auctioned at www.govdeals.com. A motion was made by Councilman Boston to adopt Resolution No. 2023-05 with a second by Councilman Wobbleton. The motion passed unanimously.

D. ADOPTION OF RESOLUTION NO. 2023-06 – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PLYMOUTH, NORTH CAROLINA DECLARATION OF REAL PROPERTY LOCATED ON PARK AVENUE, PLYMOUTH, NC 27962 AS SURPLUS, AND AUTHORIZING THE SALE OF PROPERTY LOCATED ON PARK AVENUE, PLYMOUTH, NORTH CAROLINA BY ELECTRONIC PUBLIC AUCTION.

Town Manager Floyd explained that she had been contacted by Washington County for the surplus and sale of property on Park Avenue, Tax Pin #6767.18-21-5355, to be electronically auctioned at www.govdeals.com. A motion was made by Councilman Boston to adopt Resolution No. 2023-06 with a second by Councilman Wobbleton. The motion passed unanimously.

E. ADOPTION OF BUDGET AMENDMENT NO. 2023-04 – REPLACING FUNDS FOR WATER METER READING DEVICES

Town Manager Floyd explained that a fund balance appropriation needs to be made to cover the water meter reading devices. She further explained that the funds were encumbered in the prior year budget; however, it was not all expended, and the encumbered funds from prior year need to be expended. A motion was made to approve Budget Amendment 2023-04 by Councilman Boston with a second by Councilman Wobbleton. The motion passed unanimously.

F. NUISANCE DECLARATION OF 210 WEST AVENUE, PLYMOUTH, NORTH CAROLINA; 303 WEST AVENUE, PLYMOUTH, NORTH CAROLINA; AND, 305 WEST AVENUE, PLYMOUTH, NORTH CAROLINA

Town Manager Floyd explained that the above named properties must be declared as nuisance so that the process of demolition can begin. A motion was made by Councilman Wobbleton to declare the properties nuisance with a second by Councilman Boston. The motion passed unanimously.

G. UPDATE/APPROVAL OF TOWN POLICIES

Six policies were updated to be approved by the Council due to the Town's presence on the Local Government Commission UAL List. A meeting will be held March 30th with some of the LGC's representatives. The policies are ones that the Town must have in place to meet requirement. The policies include Procurement, Travel, Credit Card, Cash Receipts, Invoice Payments, and Contract Control. After discussion about the Travel policy, and clarification that no specific names were contained in the policies, a motion was made by Councilwoman Williams to approve the policies and the include verbiage that the OSBM travel reimbursement schedule be updated every odd year with a second from Councilman Tharps. The motion passed unanimously.

H. APPROVAL OF MINUTES FROM THE FEBRUARY 13, 2023 REGULAR TOWN MEETING

A motion was made by Councilman Boston to approve the February 13, 2023 Regular Town meeting minutes to include a change by Councilwoman Byers under "Old Business" to delete of the words "if any" in regard to the Albemarle Ram's involvement with a second by Councilman Wobbleton. During discussion, Mayor Roth added that the ship was not specifically designed to kill slaves. Councilwoman Williams clarified that she did not state that the ship was specifically built to kill slaves, but it was included in the massacre. The motion passed unanimously.

I. ADOPTION OF RESOLUTION TO ACCEPT THE VIABILITY UTILITY RESERVE (VUR) GRANT FROM THE NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY ASSOCIATED WITH THE AMERICAN RESCUE PLAN (ARP)

Town Manager Floyd asked that the Council add Resolution 2023-07 – A Resolution to Accept the Viability Utility Reserve (VUR) Grant from the North Carolina Department of Environmental Quality Associated with the American Rescue Plan. A motion to add Resolution 2023-07 to the agenda was made by Councilwoman Williams with a second by Councilman Boston. The motion passed unanimously.

Town Manager Floyd explained that Resolution 2023-07 was needed to accept \$160,000 from the NC Department of Environmental Quality for a sewer AIA grant. A motion was made to approve Resolution 2023-07 by Councilman Boston with a second by Councilman Wobbleton. The motion passed unanimously.

IX. OLD BUSINESS

A. PLANNING WORKSHOP

Mayor Roth stated that it is the desire of the Council to meet in Council Chambers within the next week or two to discuss the budget, long term objectives, vision for the Town, goals, and objectives for the Town Manager. Town Manager Floyd added that budget workshop meetings are slated to begin in April. Mayor Roth stated that topics might impact the near term budget as well as the long term budget. Council decided that the Planning Workshop will be held March 27th at 5:30 p.m.

X. NEW BUSINESS

A. THE FREE LITTLE LIBRARY

Town Manager Floyd reported that she met with Brandy Goodwin with the Washington County Library and that they are requesting to install a Little Library in the Mini Park located downtown. She further reported that three other Little Libraries are being placed at Barnyard Betsy's in Creswell, the Washington County Health Department/Senior Center, and the Washington County African American Museum and Cultural Arts Center in Roper. After discussion, a motion was made by Councilwoman Williams to approve the location with the understanding that the Town has the right to relocate or remove it, also with the understanding that the Library will maintain it with a second by Mayor Pro-Tempore Spencer. The motion passed unanimously.

X. INTERIM TOWN MANAGER'S REPORT

A. LEADS

Town Manager Floyd reported to the Council that the Town has been chosen to participate in the fellowship program. Interviews will take place in the near future. Town Manager Floyd stated that an agreement will be brought before the Council for approval in a few months. It will cost the Town \$13,000 per year, beginning next budget year for the UNC graduate that will assist the Town with various projects.

B. LOCAL GOVERNMENT COMMISSION UNIT VISIT

Town Manager Floyd reported that the representatives from the Local Government Commission will meet with herself and Finance Officer Wallace as a result of the Town's Unit Assistance List (UAL) list status. Town Manager Floyd further reported that Finance Officer Wallace has been reviewing the budget and has submitted a required eight month report to the LGC for review.

C. PARTF GRANT

Town Manager Floyd reported that the Mayor received an email from Congressman Don Davis about funding for community projects that will be targeted for the most pressing needs that communities are dealing with. The deadline for the funding is March 17th at 8:00 p.m. Mayor Roth clarified that the Congressional District can submit 15 projects; however, the dollar amount has not been specified. Town Manager Floyd asked the Council for permission to submit three projects: demolition; security improvements for town properties, and the streetscape project for a total of \$5 - \$6 million dollars for these projects. After a discussion about the Adams Street basketball court, a motion was made to authorize the Town Manager and staff to make applications for the funding by Councilman Boston with a second by Councilwoman Byers. The motion passed unanimously.

XI. TOWN ATTORNEY'S REPORT

Attorney Isenberg shared that she would share additional information with Council in closed session.

XII. ANNOUNCEMENTS FROM MAYOR AND COUNCIL

Mayor Roth announced that Councilman Tharps has an upcoming concert at his church on the 4th Sunday, March 26th at 3:00 p.m. at Lily of the Valley Church on White Oak Road.

Councilman Boston announced that the NAACP Mother of the Year Award Ceremony will be held in Roper on Saturday, March 25th at 6:00 p.m. at the Eastern NC VA Assembly Headquarters. Commissioner Ann Keyes will be speaking.

Mayor Roth announced the Public Open House for the Land Use Plan Update on Monday, March 20th from 4:30 p.m. through 6:30 p.m., in the Council Chambers.


XIII. CLOSED SESSION

A motion was made by Councilman Wobbleton 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 with a second by Mayor Pro-Tempore Spencer. The motion carried unanimously.


XIV. ADJOURNMENT

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

Respectfully submitted,



Dorenda Wallace
Clerk



Brian Roth
Mayor