

**TOWN OF PLYMOUTH SPECIAL MEETING MINUTES  
APRIL 24, 2023 – VIA COUNCIL CHAMBERS AND ZOOM  
5:30 p.m.**

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**I. CALL TO ORDER – Mayor Brian Roth**

Mayor Roth called the meeting to order at 5:30 p.m.

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

Mayor Roth stated that there are few housekeeping items to be addressed before beginning the budget workshop. Pro-Tempore Spencer asked if an item could be added to the agenda. Mayor Roth explained that unless all Councilmembers are present, an item could not be added to a Special Council Meeting agenda. Mayor Roth then turned the meeting over to the staff.

**II. RESOLUTION FOR SMALL TOWN MAIN STREET**

Town Clerk Wallace explained that the Resolution is for 2023 – 2024 and the Council needs to adopt it and give Town Manager Floyd the authority to sign a contract with Small Town Main Street. A motion was made by Councilman Wobbleton to adopt Resolution 2023-11 to Agree to Continue Participation in the North Carolina Small Town Main Street Program for 2023 – 2024 with a second by Councilwoman Williams. The motion passed unanimously.

**III. ORDINANCE AMENDING ARP FUNDING**

Finance Officer Wallace explained that Ordinance No. 2023-05 will replace Ordinance No. 2023-04. Ordinance No. 2023-05 will eliminate the Parks and Recreation Department and combine it with the Building and Grounds line item, all of which will be used for Wilson Street Park. After questioning, Finance Officer Wallace explained that the Town does not have a Recreation Department, and therefore the funds need to be combined under Building and Grounds. A motion to adopt Ordinance No. 2023-05 Amending Grant Project Ordinance No. 2023-04 for the Town of Plymouth Coronavirus State and Local Fiscal Recovery Funds

was made by Councilwoman Byers with a second by Councilwoman Williams. The motion passed unanimously.

#### **IV. APPOINTMENT OF DEPUTY FINANCE OFFICER**

Finance Officer Wallace reported that during a recent meeting with the Local Government Commission's COACH Team due the Town being placed on the Unit Assistance List (UAL), it was identified that the Council officially appoint a Deputy Finance Officer for the purpose of signing checks when the Finance Officer is not available. She went on to explain that due to checks and balances, no other person on the Finance Team could be appointed, and suggested that Nadine Moore, who is already authorized to sign checks, be officially appointed. Town Manager Floyd answered questions related to why the Town is on the UAL list, how long the Town is expected to be on the list, what impact being on the list might have, and what the Town can do to correct the status. A motion to appointment Nadine Moore as Deputy Finance Officer for the purpose of signing checks was made by Councilwoman Williams with a second by Councilman Wobbleton. The motion passed unanimously.


#### **V. DRAFT BUDGET DISCUSSION**

Mayor Roth turned this portion of the meeting over to Town Manager Floyd. Town Manager Floyd explained what the draft budget was comprised of and went over the numbers that were included for each department including the fund balances and what would be needed to balance the budget. An extensive discussion took place between the Councilmembers, Town Manager Floyd, and Public Works Director Mike Wright. Dates for the next draft budget discussion were discussed.

#### **IV. ADJOURNMENT**

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

Respectfully submitted,

  
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Dorenda Wallace  
Clerk

  
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Brian Roth  
Mayor